<u>AGENDA</u>

REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL 121 WEST FIFTH STREET, HOLTVILLE, CALIFORNIA

January 11, 2016 OPEN SESSION 6:00 PM

Jim Predmore, Mayor Mike Goodsell, Mayor Pro Tem Ginger Ward, Council Member David Bradshaw, Council Member Richard Layton, Council Member

Steve Walker, City Attorney Denise Garcia, City Clerk Nick Wells, City Manager George Morris, City Treasurer

THIS IS A PUBLIC MEETING

If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Mayor reserves the right to place a time limit on each person asking to be heard.

CITY COUNCIL

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957(b)1)

Agency Negotiator: City Manager/City Attorney

Classified Employees

PUBLIC EMPLOYMENT:

(Government Code Section 54957.6) City Manager Evaluation Evaluation Criteria

<u>CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:</u>

(Government Code Section 54956.9(a))
City of Holtville vs. Black Dog Farms
City of Holtville vs. Willowbend Mobile Home Park
Charles Simpson vs. City of Holtville

CITY COUNCIL: Meeting Called To Order

PLEDGE OF ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney

PUBLIC COMMENTS: This is time for the public to address the City Council **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the City Council. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

CONSENT AGENDA:

The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the New Business Agenda.

- 1. Approval of the Minutes from the Meeting of December 28, 2015.
- 2. Current Demands #35486 thru #35534.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- 3. Discussion/Related Action To Adopt RESOLUTION 16-01 Authorizing CR&R to Purchase the City Street Sweeper, a 2007 CNG Freightliner Tymco 600, Under the 2010 Vehicle Lease Agreement Buy-Out Provision Nick Wells, City Manager
- 4. Discussion/Related Action to Adopt RESOLUTION #16-02 Authorizing Specified City Officials to Sign Checks, Drafts or Other Orders for the Payment of Money on Behalf of the City on all Rabobank Accounts Hector Orozco, GL Analyst
- 5. Discussion/Related Action to Adopt RESOLUTION #16-03 Approving the Updated Salary Schedule for the Part Time Positions of Seasonal Lifeguard, Office Coordinator, and Paid per Call Firefighter, to meet the State of California Minimum Wage Order Effective January 1, 2016 Denise Garcia, City Clerk
- **6. Discussion/Related Action** to Update the 2016 County and Regional Appointment List Denise Garcia, City Clerk

INFORMATION ONLY:

7. STAFF REPORTS:

- a. Police Chief Manuel De Leon
- b. Water/Wastewater Supervisor Frank Cornejo
- c. Public Works Foreman Alex Chavez
- d. Planning Staff Report Justina Arce
- e. Quarterly Grant Report Carlos Flores

ADJOURNMENT:

I, Denise Garcia, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on January 8, 2016.



MEETING DATE:	01-11-16
APPROVED FOR AGE	NDA /
CHY MANAGER	Ila
FINANCE MANAGER	
<u>[</u>	

THE MINUTES OF THE REGULAR MEETING OF TORNEY THE HOLTVILLE CITY COUNCIL

December 28, 2015

The regular meeting of the Holtville City Council was held on Monday, December 28, 2015 at 6:00 p.m. in the Civic Center. Council Members present were Mike Goodsell, Richard Layton, David Bradshaw and Jim Predmore. Ginger Ward was absent. Staff members present were Nick Wells and Denise Garcia. City Attorney Mitch Driskill and City Planner Justina Arce were also present. City Attorney Steve Walker and City Treasurer George Morris were absent.

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Jim Predmore called the meeting to order at 5:59 p.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor Jim Predmore.

INVOCATION:

Council Member Mike Goodsell led the invocation.

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk verified that the amended agenda was duly posted on Wednesday, December 23, 2015.

CONSENT AGENDA:

1. Approval of the Regular Minutes of the City Council Meeting of December 14, 2015.

A motion was made by Mr. Goodsell and seconded by Mr. Layton to approve item 1 of the Consent Agenda. The motion carried in the form of a roll call vote.

AYES:

Goodsell, Predmore, Layton, Bradshaw

NOES:

None

ABSENT:

Ward

ABSTAIN:

None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

David Bradshaw reported that he attended the Employee Holiday luncheon at the Fire Department.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

2. PUBLIC HEARING - Discussion/Related Action to Adopt RESOLUTION #15-39 Approving the Annexation and Pre-Zone as R-1 Single Family of APN 045-390-051 and 045-390-053 and approval of the corresponding Fiscal Tax Agreement between the County of Imperial and the City of Holtville, contingent upon IC LAFCo Approval – Justina Arce, City Planner Mayor Predmore opened a Public Hearing at 6:02 and with no comments from the public, the Public Hearing was closed at 6:11 p.m. A motion was made by Council Member Bradshaw and seconded by Council Member Goodsell to adopt Resolution #15-39 approving the Annexation and Pre Zone as R-1 Single Family of APN 045-390-051 and 045-390-053 and approval of the corresponding Fiscal Tax Agreement. The motion carried in the form of a roll call vote.

AYES:

Goodsell, Predmore, Layton, Bradshaw

NOES:

None

ABSENT: ABSTAIN: Ward None

INFORMATION ONLY:

- 3. STAFF REPORTS:
 - a. Police Chief Manuel DeLeon
 - b. Water/Wastewater Supervisor Frank Cornejo

Written reports were provided by the following: Police Chief and Water/Wastewater Supervisor.

There being no further business to come before	Council, Mayor Predmore adjourned the meeting at 6:13
p.m.	, j
	James Predmore, Mayor
Denise Garcia, City Clerk	



CITY OF HOLTVILLE

Monthly Check Register

Date: 1/4/2016 1:39:55 PM

User Name: Lee Ann

FINANCE MANAGER CITY ATTORNEY

MEETING DATE:

CITY MANAGER

APPROVED FOR AGERAGE:

Calendar Month/Year <ALL> <ALL> Fund **Transaction Due Date** Invoice Number Description PO Number **Amount Check Number** : 35486 : 12/11/2015 **Check Date** Vendor : 8683 ALL VALLEY TREE SERVICE 10 70601 12/11/2015 1579260 TOP AND TRIM TREE IN HOLT PARK 2,000.00 Invoice Amount : 2.000.00 Discount Amount : 0.00 Check Amount: 2,000.00 : 35487 **Check Number Check Date** : 12/18/2015 Vendor : 2149 ACME STAFFING 10 70650 12/16/2015 18446 **ADMIN** TEMP. EMPLOYEES 1,061.44 12 70650 12/16/2015 18446 TEMP. EMPLOYEES PW 1.680.80 Invoice Amount : 2,742.24 **Discount Amount** : 0.00 Check Amount: 2,742.24 Check Number : 35488 Check Date : 12/18/2015 Vendor : 8041 AFLAC **ADMIN** 10 70666 12/16/2015 033868 **INSURANCE PREMIUM** 122.81 Invoice Amount : 122.81 Discount Amount : 0.00 Check Amount : 122.81 **Check Number** : 35489 **Check Date** : 12/18/2015 : 8009 AMERICA'S FINEST FIRE PRO Vendor 12 70673 12/16/2015 18M 688441 SERVICE FIRE EXTINGUISHERS AT W P\// 595.83 11 70682 12/16/2015 18M 688440 FIRE EXTINGUISHER SERVICE FOR 442.99 Invoice Amount : 1,038.82 Discount Amount : 0.00 Check Amount: 1,038.82 Check Number : 35490 **Check Date** : 12/18/2015 Vendor : 1433 APPLIED INDUSTRIAL TECHNOLOGIES 12 70671 12/16/2015 7006672022 **GLOVES** 126.98 PW 12 70672 12/16/2015 7006656404 GLOVES; LUBRICANT; CHAIN; CABLE 101.64 Invoice Amount : 228.62 Discount Amount : 0.00 Check Amount: 228.62 Check Number : 35491 **Check Date** : 12/18/2015 Vendor : 1796 ARAMARK SERVICES, INC. 70706 10 12/16/2015 NOV. 2015 **UIFORMS** PW 811.08 PW 11 70706 12/16/2015 NOV. 2015 **UIFORMS** PW 645.12 12 70706 12/16/2015 NOV. 2015 **UIFORMS** 756.90 Invoice Amount : 2,213.10 : 0.00 Discount Amount Check Amount: 2,213.10 Check Number : 35492 Check Date : 12/18/2015 Vendor : 8016 AT&T MOBILITY **ADMIN** 10 70657 12/16/2015 DEC. 2015 5069 **CELL PHONE** 94.63 Invoice Amount : 94.63 **Discount Amount** : 0.00 Check Amount : 94.63 **Check Number** : 35493 Check Date : 12/18/2015 Vendor : 1452 AVAYA . INC. PD 10 70646 12/16/2015 2733581951 TELEPHONE EQUIPMENT PD 69.77 **Invoice Amount** : 69.77 Discount Amount : 0.00 Check Amount: 69.77 **Check Number** : 35494 **Check Date** : 12/18/2015 Vendor : 1237 BABCOCK & SONS, INC. 11 PW 70670 12/16/2015 BL50401-2279 LAB ANALYSIS 780.00 **Invoice Amount** : 780.00 **Discount Amount** : 0.00 780.00 Check Amount: **Check Number** : 35495 **Check Date** : 12/18/2015 BLDG, and Vendor : 8119 CITY OF IMPERIAL PLANNING 486.51 10 70648 12/16/2015 1774 PLAN CHECK FOR NOV. 2015 Invoice Amount : 486.51 Discount Amount : 0.00 Check Amount: 486.51 Check Number : 35496 **Check Date** : 12/18/2015 Vendor : 1031 COSTCO WHOLESALE COUNCIL 10 70656 12/16/2015 32664 REFRESHMENTS FOR REORGANIZATI 123.26 Invoice Amount : 123.26 Discount Amount : 0.00 Check Amount: 123.26 Check Number : 35497 **Check Date** : 12/18/2015

Vendor : 2320 COUNTY MOTOR PARTS

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CITY OF HOLTVILLE

Monthly Check Register

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10	70692		12/16/201		POWER PULL	PO Number		Amount
10	70693		12/16/201				DW	79.78
10	70694		12/16/201		WASH; POLISH; TOWEL	OL 1114	PW	26.29
10	70744		12/17/201		POWER PULL; MEGUIARS SPARK PLUG - COPPER	QUIK	FD	101.12
Invoice Am		: 209.35	12/11/201	Discount Amount		Chack Amount	200.4	2.16
Check Num		35498	Chec	k Date : 12/18/		Check Amount :	209.3	35
Vendor				N DIEGO, RCS	2015			
10	70688		12/16/201		800 MHZ RADIOS		FD	700.00
11	70688	}	12/16/201		800 MHZ RADIOS			760.83
12	70688	,		5 16HOLTFDN05	800 MHZ RADIOS		PW	73.33
Invoice Am	ount	: 907.50		Discount Amount	· · · = =	Check Amount :	907.5	73.34
Check Num	nber :	35499	Chec	k Date : 12/18/		Gilcox Amount .	907.5	
Vendor	:	2099 DA\	E BANG AS				PW	
10	70705		12/16/2019		BOLTS FOR PLAYGROUND	FOLIPMEN	FVV	46.43
Invoice Am	ount	: 46.43		Discount Amount		Check Amount :	46.4	
Check Num	ber :	35500	Checl	Date : 12/18/			70.7	
Vendor	:	1540 DRA	GON'S EXTE				PW	
10	70696		12/16/2015	5 139330	PEST CONTROL FOR CITY	BLDGS	FVV	200.00
Invoice Ame	ount	: 200.00		Discount Amount		Check Amount :	200.0	
Check Num	ber :	35501	Check	Date : 12/18/2	2015			
Vendor	:	4572 EMP	RE SOUTHW	EST .				
11	70709		12/16/2015	2372815	REPAIRS TO BACKHOE		PW	515.11
12	70709		12/16/2015	2372815	REPAIRS TO BACKHOE			515.12
Invoice Amo	ount	: 1,030.23	3	Discount Amount	: 0.00	Check Amount :	1,030.2	
Check Num		35502	Check		2015			
Vendor	:	1795 FAIL	SAFE TESTIN	NG .			FD	
10	70686		12/16/2015	8209	TEST FIRE LADDERS		10	349.60
Invoice Amo	ount	: 349.60		Discount Amount	: 0.00	Check Amount :	349.60	כ
Check Num		35503	Check		2015			
Vendor		1536 FERO		RPRISES, INC. #8423			PW	
11	70704			2698601	REPAIR PARTS; COUPLING	S; CURB S		2,430.09
Invoice Amo		: 2,430.09	<u> </u>	Discount Amount	: 0.00	Check Amount :	2,430.09)
Check Numi		35504	Check		2015			
Vendor		4662 FERN	IANDO RUIZ,					
10	70684		12/16/2015		MONTHLY SAFETY CONSU		PW	235.00
11 12	70684		12/16/2015		MONTHLY SAFETY CONSU			235.00
Invoice Amo	70684	: 705.00	12/16/2015		MONTHLY SAFETY CONSU			235.00
				Discount Amount		Check Amount :	705.00)
Check Numb	-	35505	Check RGE'S PIZZA		015			
11	70697	ZZZI GLUI	12/16/2015		FOOD FOR DW		PW	
Invoice Amo		: 37.88	12/10/2015	Discount Amount	FOOD FOR PW			37.88
Check Numb		35506	Check			Check Amount :	37.88	
Vendor			OR OROZCO		015			
10	70741	0000111201		DEC. 2015	CELL BUONE		ADMIN	
Invoice Amo		: 60.00	12/11/2015	Discount Amount	CELL PHONE	Chaok America		60.00
Check Numb		35507	Check			Check Amount :	60.00	
Vendor				Date : 12/18/20 LAMAS & ASSOCIATE				
10	70644		12/16/2015		S CONTRACT SERVICES SALE	=C TAV 4	ADMIN	
Invoice Amo		300.00	10/2010	Discount Amount			200.00	300.00
					. 0.00	Check Amount :	300.00	

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CITY OF HOLTVILLE Monthly Check Register

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Check Nu		35508	Check		: 12/18/2		PO Num	ber		Amount
Vendor		: 1076 HOL		Date	: 12/18/2	2015				
10	70654		12/16/2015	149901		PLAQUE FOR OUTGOING M	AVOD		COUNC	OIL
Invoice A		: 59.40	12/10/2010	Discount	Amount	: 0.00		_		59.40
Check Nu		35509	Check		: 12/18/2		Check Amount	<u>.</u>	59	.40
Vendor	-		PUBLIC HEAL			:015				
11	70674		12/16/2015		.D.	WATER SAMPLE ANALYSIS			PW	
Invoice A	mount	: 150.00		Discount	Amount	: 0.00	Check Amount		150	150.00
Check Nu	mber :	35510	Check		: 12/18/2		Olleck Allibuilt	<u> </u>	150	.00
Vendor	:	1908 IMPI	ERIAL COUNT							
10	70647		12/16/2015			CITY HALL DEMARCATION F	OINTS		FD	2 500 00
Invoice A	mount	: 2,500.0	0	Discount	Amount	: 0.00	Check Amount		2,500	2,500.00
Check Nu	mber :	35511	Check	Date	: 12/18/2	015		·	2,000	.00
Vendor	:	2297 IMPE	ERIAL COUNT							
10	70649		12/16/2015	113015-1		SHERIFF SERVICES FOR NO	VEMBER 2		PD	77,610.80
Invoice A	mount	: 77,610.	80	Discount .	Amount	: 0.00	Check Amount	:	77.610.	•
Check Nu	mber :	35512	Check	Date	: 12/18/2	015		÷	77,010.	.00
Vendor	:	1026 IMPE	RIAL IRRIGAT	TON DISTRIC	T					
10	70667		12/16/2015	DEC. 2015	5 PARKS	ELECTRICITY PARKS				1,849.79
10	70668		12/16/2015	DEC.0215		ELECTRICITY				4,331.12
11	70668		12/16/2015	DEC.0215		ELECTRICITY			ADMIN	7,872.46
12	70668		12/16/2015	DEC.0215		ELECTRICITY				5,068.24
Invoice Ar	nount	: 19,121.0	61	Discount A	Amount	: 0.00	Check Amount	:	19,121.	•
Check Nu	mber :	35513	Check	Date	: 12/18/2	015				
Vendor	:	1027 IMPE	RIAL STORES	3						
11	70675		12/16/2015	565358		CLEANING SUPPLIES				56.65
11	70676		12/16/2015	564994		BATTERIES				9.09
11	70677		12/16/2015	564529		GRIND WHEEL; CUT OFF; GRI	NDER B		PW	33.84
11	70678		12/16/2015	564551		PVC UNION; PVC; COUP			FD	7.89
11	70679		12/16/2015	563817		STRAW HATS				28.16
11	70680		12/16/2015	563814		GLOVES; DUST MASKS				38.53
11	70701		12/16/2015	565796		PVC BALL VALVE				32.66
10	70702		12/16/2015	565794		ELECTRICAL TAPE; MARKERS	3			12.43
10	70703		12/16/2015	564212		LIQUID ACID				129.47
11	70708		12/16/2015	564995		PADLOCK; PUSH BROOM				41.21
nvoice An	nount	: 389.93		Discount A	mount	: 0.00	Check Amount	:	389.9	
Check Nur		35514	Check I		12/18/20					
/endor		1757 IMPE	RIAL VALLEY	ENVIRONMI	ENTAL LA	3				
12	70685		12/16/2015	7821		LAB ANALYSIS			PW	1,009.00
2	70743		12/17/2015	7831		LAB ANALYSIS				1,334.00
nvoice Am		: 2,343.00		Discount A	mount	: 0.00	Check Amount	:	2,343.0	
heck Nun		35515	Check [12/18/20					
/endor		7858 INTER	RNATIONAL IN:	STITUTE OF	MUNICIPA	L CLERKS			CITY	
0	70651			ID#29963		MEMBERSHIP			CLERK	155.00
nvoice Am		155.00		Discount A	mount	: 0.00	Check Amount	:	155.0	
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1	70698		12/16/2015			HOSE; FITTINGS FOR BACKHO			PW	71.67
2 	70698		12/16/2015	54255		HOSE; FITTINGS FOR BACKHO	E			71.67
nvoice Am	ount :	143.34		Discount A	mount	: 0.00	Check Amount	_	143.3	

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CITY OF HOLTVILLE

Monthly Check Register

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Vendor		35517 Check 1564 LESLIE'S POOL S		2015		
10	70669		5 652-115527	CLIDDLIEG FOR ROOL		PW
Invoice Am		: 39.99	Discount Amount			39.99
Check Nun		35518 Check			Check Amount :	39.99
Vendor		1095 MOSS, LEVY & H		2015		
10	70645		·	AUDIT FOR YEAR END 6/	20/15	ADMIN
Invoice Am	ount	: 15,000.00	Discount Amount		Check Amount:	15,000.00
Check Num	nber :	35519 Check			Check Amount :	15,000.00
Vendor	:	8011 NICHOLAS WELL		2010		
10	70655	12/16/2015	NOV. 2015	MILEAGE REIM. FOR NO	/ 2015	ADMIN 120 00
nvoice Am	ount	: 138.00	Discount Amount		Check Amount :	138.00 138.00
Check Num	ber :	35520 Check	Date : 12/18/		Oneck Amount .	136.00
Vendor	:	1489 PERMA	. 12/10/	2010		
10	70653	12/16/2015	3RD. Q.2015-16	WORKEMAN'S COMP. QU	ARTERLY DEP	ADMINI 6 427 75
11	70653	12/16/2015		WORKEMAN'S COMP. QU		ADMIN 6,437.75
12	70653	12/16/2015		WORKEMAN'S COMP. QU		5,409.25
Invoice Am	ount	: 16,763.00	Discount Amount	: 0.00	Check Amount :	4,916.00 16,763.00
Check Num	ber :	35521 Check			Onder Amount	10,703.00
/endor	:	1361 PHOENIX UNIFORI		-010		FD
10	70687	12/16/2015	50165	UNIFORMS (FD)		. =
nvoice Am	ount	: 1,341.85	Discount Amount	: 0.00	Check Amount :	1,341.85 1,341.85
Check Num	ber :	35522 Check	Date : 12/18/2	2015		1,041.00
/endor	:	1176 QUILL CORPORAT				
10	70658	12/16/2015	1189169	FAX MACHINE		PD/FD 99.32
11	70659	12/16/2015	1189164	OFFICE SUPPLIES (WTP))	PW 212.58
nvoice Amo	ount	: 311.90	Discount Amount		Check Amount :	311.90
Check Num	ber :	35523 Check	Date : 12/18/2	015		011.00
/endor	:	1555 ROBERT S. NELSO				
10	70745	12/17/2015	11302	REPAIRS TO VEHICLE	FD	FD 80.14
0	70746	12/17/2015	11295	REPAIRS TO VEHICLE	FD	FD 1,468,15
0	70747	12/17/2015	11296	REPAIRS TO VEHICLE		PW 78.37
nvoice Amo	unt	1,626.66	Discount Amount	: 0.00	Check Amount :	1,626.66
heck Numl	ber :	35524 Check	Date : 12/18/2	015		.,,
endor	:	1043 SELLERS PETROLE	EUM			
0	70691	12/16/2015	CL79070	FUEL (FD)		FD 453.91
0	70700	12/16/2015	CL79071	FUEL PW		PW 533.50
1	70700	12/16/2015	CL79071	FUEL PW		428.01
2	70700	12/16/2015	CL79071	FUEL PW		551.01
ivoice Amo	unt :	1,966.43	Discount Amount	: 0.00	Check Amount :	1,966.43
	oer :	35525 Check I		015		
		8138 SERVICE MASTER				PW
endor						
endor 0	70707	12/16/2015	31388	JANITORIAL SERVICES		1,309.00
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CITY OF HOLTVILLE

Monthly Check Register

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Fund	Trans	action	Due Date	Invoice Number	Description	PO Numbe	•	Amount
11	70683		12/16/2015	DEC. 2015	DATA LINE FOR WATER PLA		P	
Invoice A	mount	: 24.59		Discount Amount	: 0.00	Check Amount :	24.5	
Check Nu		35528	Check		2015			
Vendor	:	1419 STAF	PLES CREDIT	•				
10	70642		12/16/2015	1444058231	OFFICE SUPPLIES			3.49
11	70642		12/16/2015	1444058231	OFFICE SUPPLIES		ADMIN	3.49
12	70642		12/16/2015	1444058231	OFFICE SUPPLIES		PW	3.51
10	70643		12/16/2015	1444552621	OFFICE SUPPLIES			11.14
11	70643		12/16/2015		OFFICE SUPPLIES			11.14
12	70643		12/16/2015	1444552621	OFFICE SUPPLIES			11.15
Invoice A	mount	: 43.92		Discount Amount	: 0.00	Check Amount :	43.9	
Check Nu	•	35529	Check	Date : 12/18/2	2015			
Vendor		2083 THAT					PW	
11	70681		12/16/2015		T CHLOR			4,888.38
Invoice A		: 4,888.38	}	Discount Amount	: 0.00	Check Amount:	4,888.3	8
Check Nu		35530	Check		2015			
Vendor		1022 VAN		TRANSFER - 457			ADMIN	
10 !=	70664	4=0.40	12/16/2015		CM RETIREMENT SUBMISSION		ADMIN	458.12
nvoice Ar		: 458.12		Discount Amount	: 0.00	Check Amount:	458.12	2
Check Nu		35531	Check					
Vendor		8116 VANT		TRANSFER AGENTS -				
10	70663		12/16/2015	PP# 25	PP#25 RETIREMENT; REPAY			3,463.92
11	70663		12/16/2015	PP# 25	PP#25 RETIREMENT; REPAY			1,022.18
12	70663		12/16/2015	PP# 25	PP#25 RETIREMENT; REPAY		ADMIN	870.41
10	70665		12/16/2015	PP# 24 RETIREME	PP#24 RETIREMENT; PENSION	REPAY		3,233.12
11	70665		12/16/2015	PP# 24 RETIREME	PP#24 RETIREMENT; PENSION	REPAY		1,022.18
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10	70660		12/16/2015	7031	ATTORNEY FEES		ADAMA	887.50
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nvoice Am		706.84		Discount Amount	: 0.00	Check Amount :	706.84	
heck Num		35534	Check E)ate : 12/18/20	15		 	
endor 1			SHENG ZHU				ADMIN	
1 nvoice Am	70695				REFUND OF DEPOSIT FOR 105	W. 6TH	, .5,	135.80
IVOICE AM	iount :	135.80		Discount Amount	: 0.00	Check Amount:	135.80	

Page :

6

CITY OF HOLTVILLE

Monthly Check Register

Date:

1/4/2016 1:39:55 PM

User Name : Lee Ann

Fund Transaction Due D	ate Inv	oice Number Description	PO Nu	mber Amoun
Total Number of Vendors	:	49	•	0.00
Total Number of Checks Printed	:	49	•	0.00
Total Number of Voided Checks	:	0		
Largest Check Amount	:	77,610.80		
Total for all Checks Printed	:	177,362.31		
Total for Voided Checks	:	0.00		
Net Amount of Checks Printed	:	177,362.31		

Summary

Fund	Amount
10 GENERAL FUND	131,647,22
11 WATER	26,791.67
12 SEWER	18,923.42

City of Holtville REPORT TO COUNCIL

MEETING DATE:

O1/11/16

ITEM NUMBER

GITY MANAGER
FINANCE MANAGER
CITY ATTORNEY

DATE ISSUED: January 11, 2016

FROM: Nick Wells, City Manager

SUBJECT: Resolution No. 16-01 Approving the Sale of CNG Street Sweeper as

Negotiated in the 2010 Contract with CR&R

ISSUE:

Shall the City Council approve the sale of the 2007 Freightliner CNG Truck equipped with a Tymco 600 Sweeper as negotiated in the 2010 street sweeping lease agreement with CR&R?

<u>DISCUSSION:</u>

On October 25, 2010, the Council passed Resolution 10-52 to adopt the exclusive franchise agreement between the City of Holtville and CR&R Incorporated for the collection, transportation, processing and disposal of Solid Waste. As part of the agreement, CR&R was to assume the duties of street sweeping for the entire community. A 60 month lease of the City-owned street sweeper was negotiated as a condition of the assumption of those duties.

The City, through a California Mitigated Air Quality grant, had purchased a compressed natural gas sweeper in 2007. The lease agreement allowed the City to continue to be served by the same CNG street sweeper, with CR&R leasing and operating the equipment. The terms of the lease dictated monthly lease payments of \$1,900, with a \$25,000 buyout after 60 months. That time has expired and CR&R has requested the buyout per the contract.

FISCAL IMPACT:

One time receipt of \$25,000, with a \$22,800 decrease in annual revenue to the General Fund corresponding to the \$1,900 monthly lease payments.

CITY MANAGER RECOMMENDATION:

It is recommended that the City Council approve the sale as contractually negotiated.

ALTERNATIVES:

Not to approve, breaking the terms of the lease contract.

RESOLUTION NO. 16-02

A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING THE BUY-OUT PROVISION FOR THE CITY STREET SWEEPER TO CR&R UPON THE TERMINATION OF THE LEASE AGREEMENT.

WHEREAS, the City of Holtville entered into a Vehicle Lease Agreement with CR&R on December 1, 2010 for the use of the City Street Sweeper; and

WHEREAS, the term of the Agreement was for sixty (60) months; and

WHEREAS, under the terms of the agreement, CR&R agreed to pay a lease payment of \$1,900 per month for the City Street Sweeper; and

WHEREAS, upon expiration of the initial term, CR&R agreed to pay the City a final buy-out amount of \$25,000; and

WHEREAS, the Vehicle Lease Agreement terminated January 1, 2016; and

WHEREAS, CR&R hereby requests to exercise this buy-out provision to purchase the 2007 CNG Freightliner Tymco 600, VIN#1FVAB6VBV77DX20185; and

NOW, THEREFORE, THE HOLTVILLE CITY COUNCIL DOES HEREBY RESOLVE, DETERMINE AND AUTHORIZE AS FOLLOWS:

Section 1. Direct the City Manager or his designee to execute the necessary documents for the sale and transfer of the above described Street Sweeper to CR&R for the amount of \$25,000.

Section 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City of Holtville City Council at a regular meeting held on the 11th of January, 2016, by the following roll call vote:

AYES: NOES: ABSTAIN: ABSENT:		
ATTEST:	James Predmore, Mayor	
Denise Garcia, City Clerk		

City of Holtville REPORT TO COUNCIL

Meeting Date	01/11/16
Item Number	4
City Manager	/ hu
Finance	
City Attorney	
	Item Number City Manager Finance

DATE ISSUED:

January 11, 2016

FROM:

Hector Orozco, Accountant

SUBJECT:

Resolution Nos. 16-02

Changing Signers on Bank Accounts

ISSUE

Shall the City Council approve a resolution authorizing the City Manager, the City Treasurer and three (3) City Council members to approve deposits, sign checks and orders for payment of money, and/or withdraw investment monies to and from the City's accounts with Rabobank?

CITY MANAGER RECOMMENDATION

It is recommended that the City Council authorize the City Manager, the City Treasurer, the Mayor, Mayor Pro Tem and one other Council member perform these functions.

FISCAL IMPACT

There is no fiscal impact.

DISCUSSION

Typically, the City authorizes the City Manager, the Finance Manager, the City Treasurer and the City Mayor as banking signors for City funds. In order to properly manage the City's bank accounts, it is necessary to keep the bank records updated. In light of the Council's reorganization and the current absence of a full-fledged Finance Manager, it is necessary to now update these records. It will be helpful to add the Mayor Pro Tem and one other Council member to the list of signers in case of the unavailability of others.

CONCLUSION

This will allow City staff and officers to manage the accounts accordingly.

<u>ALTERNATIVES</u>

Not to authorize.

RESOLUTION NO. 16-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE AUTHORIZING SPECIFIED CITY OFFICIALS TO SIGN CHECKS, DRAFTS OR OTHER ORDERS FOR THE PAYMENT OF MONEY ON BEHALF OF THE CITY ON ALL RABOBANK ACCOUNTS

BE IT RESOLVED that Rabobank N.A. as a designated depositary of the City of Holtville is hereby requested, authorized and directed to honor all checks, drafts, or other orders for the payment money drawn in the City of Holtville's name on the following accounts:

General Fund Checking Account

Community Development Block Grant Housing Rehab Account

First-Time Home Buyer Checking Account

HOME Senior Gardens Checking Account

Water Fund Reserve Account

OFM - Operations & Maintenance Reserve Account

OFM - Reserve & Replacement Reserve Account

OFM - Debt Service Account

Including those drawn to the individual order of any two persons whose names appear thereon as signers thereof, when bearing the signature(s) of any of the following:

James Predmore, Mayor Mike Goodsell, Mayor Pro Tem Virginia L. Ward, Council Member Nicholas D. Wells, City Manager George Morris, City Treasurer

NOW THEREFORE, BE IT RESOLVED:

- 1) That Rabobank N.A. shall be entitled to honor and to charge the City of Holtville for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual signatures thereon may have been affixed thereto.
- 2) That all current authorizations for the signing and honoring of checks, drafts or other orders for the payment of money drawn on the said Rabobank N.A. by the City of Holtville by currently authorized City officials are hereby continued in full force.
- 3) That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Holtville, California, this 11th day of January, 2016.

uns 11	day of January, 2016.		
ATTES	ST:	James Predmore, Mayor	

I, Denise Garcia, City Clerk of the City of Holtville, California, DO HEREBY CERTIFY, that the foregoing Resolution was duly passed, approved and adopted at a regular meeting of the City Council of the City of Holtville, California, on the 11th day of January, 2016.

Denise Garcia,	City Clerk



REPORT TO COUNCIL

MEETING DATE:	01-11-16
APPROVED FOR AGEND	A
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

DATE ISSUED: January 11, 2016

FROM: Denise Garcia, Personnel Technician

SUBJECT: Adoption of Resolution 16-03 Approving the updated Salary

Schedule for the Part Time positions of Seasonal Lifeguard, Office Coordinator, and Paid per Call Firefighter, to meet the State of California Minimum Wage order effective January 1, 2016

ISSUE:

Shall the City Council Adopt Resolution 16-03 approving the updated Salary Schedule for the Part Time positions of Seasonal Lifeguard, Office Coordinator, and Paid per Call Firefighter, to meet the State of California Minimum Wage order effective January 1, 2016?

CITY MANAGER RECOMMENDATION:

Adopt Resolution 16-03 approving the updated Salary Schedule for the Part Time positions of Seasonal Lifeguard, Office Coordinator, and Paid per Call Firefighter, to meet the State of California Minimum Wage order effective January 1, 2016.

FISCAL IMPACT:

The 2015-16 Budget will be slightly impacted by the new California Minimum Wage Increase requirements for the regular hourly rate of the Part Time Paid per Call Firefighters that cover full time shifts. An additional approximate estimate of \$3,500 will need to be expended due to the increase.

The Seasonal Lifeguard positions that will be filled in mid-June of 2016 are affected by the Minimum Wage Increase, but will not cause a significant impact to the 2015-16 Budget.

The Office Coordinator position was filled in August with a temporary employee, working forty hours per week, through ACME Staffing. This employee currently earns \$11.57 per hour from ACME staffing and ACME Staffing charges the City \$17.12 per hour. If the employee remains at this rate there will be no impact due to the Minimum Wage Increase.

DISCUSSION

The existing Salary Schedule is not in line with the new California Minimum Wage Increase requirements that became effective January 1, 2016. The updated Salary Schedule, attached to this report for your review, makes the necessary changes to meet State requirements. The Salary Schedule reflects changes to the Seasonal Lifeguard, Office Coordinator, and Paid per Call Firefighter positions.

CONCLUSION

In order to comply with the new Minimum Wage requirements issued by the State, and for auditing procedures, the City needs to update its existing Salary Schedule retroactively to January 1, 2016.

Respectfully submitted,

Denise Garcia Personnel Tech.

Attachments:
Minimum Wage Increase Notice
Existing Salary Schedule 2014-15
Updated Salary Schedule 2015-16
Resolution Number 16-03
Resolution Number 07-46

Caujornia Minimum Wage

MW-2014

Minimum Wage - Every employer shall pay to each employee wages not less than the following:

\$8.00

\$9.00

\$10.00

per hour beginning January 1, 2008

per hour beginning July 1, 2014

per hour beginning January 1, 2016

To employers and representatives of persons working in industries and occupations in the State of California:

SUMMARY OF ACTIONS

TAKE NOTICE that on September 25, 2013, the California Legislature enacted legislation signed by the Governor of California, raising the minimum wage for all industries. (AB10, Stats of 2013, amending section 1182.12 of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2007. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering on-line at www.dir.ca.gov/WP.asp, or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

2. MINIMUM WAGES

Every employer shall pay to each employee wages not less than eight dollars (\$8.00) per hour for all hours worked, effective January 1, 2008, not less than nine dollars (\$9.00) per hour for all hours worked, effective July 1, 2014, and not less than ten dollars (\$10.00) per hour for all hours worked, effective January 1, 2016.

3. MEALS AND LODGING

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the following:

LODGING	Effective	Effective	Effective
	January 1, 2008	July 1, 2014	January 1, 2016
Room occupied alone	\$37.63 per week	\$42.33 per week	\$47.03 per week
	\$31.06 per week	\$34.94 per week	\$38.82 per week
where a couple are both employed by the employer two thirds	\$451.89 per month	\$508.38 per month	\$564.81 per month
(2/3) of the ordinary rental value, and in no event more than: MEALS	\$668.46 per month	\$752.02 per month	\$835.49 per month
Breakfast	\$2.90	\$3.26	\$3.62
Lunch	\$3.97	\$4.47	\$4.97
Dinner	\$5.34	\$6.01	\$6.68

4. SEPARABILITY

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2007, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders.

City of Holtville 2014-15 (Revision 2) Salary Schedule

P/T HOURLY EMPLOYEES (NON-REPRESENTED)

	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
LIFEGUARD - Seasonal	11	9.00	9.45	9.92	10.42	10.94	11.49
OFFICE COORDINATOR	11.5	9.06	9.51	9.99	10.49	11.02	11.57
RECREATION ASSISTANT I	11.5	9.06	9.51	9.99	10.49	11.02	11.57
FIRE CHIEF	62	24.33	25.55	26.83	28.17	29.58	31.06

POSITION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
LIFEGUARD - Seasonal (*based on hours worked)	Date of Appointment	200 hrs.				

City of Holtville 2015-16_Min_Wage_Update_011116 Salary Schedule

Proposed

P/T HOURLY EMPLOYEES (NON-REPRESENTED)

	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
LIFEGUARD - Seasonal	11	10.00	10.50	11.03	11.58	12.16	12.77
**OFFICE COORDINATOR	11.5	10.00	10.50	11.03	11.58	12.16	12.77
PAID per CALL FIREFIGHTER	N/A	10.00	N/A	N/A	N/A	N/A	N/A
RECREATION ASSISTANT I	11.5	9.06	9.51	9.99	10.49	11.02	11.57
FIRE CHIEF	62	24.33	25.55	26.83	28.17	29.58	31.06

POSITION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
LII LOUAND - Seasonal	Date of Appointment	200 hrs.	200 hrs.	200 hrs.	200 hrs.	200 hrs.
**Office Coordinator - Position	currently filled by a	Full Time/	Temporary	ACME Em	ployee	

RESOLUTION NO. 16-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE, CALIFORNIA, FOR THE PURPOSE OF UPDATING THE SALARY SCHEDULE TO REFLECT THE RECENT MINIMUM WAGE INCREASE THAT BECAME EFFECTIVE JANUARY 1, 2016.

WHEREAS, the California State Legislature signed by the Governor of California, raised the minimum wage for all industries; and

WHEREAS, the employer is required to pay to each employee wages not less than ten dollars (\$10.00) per hour for all hours worked, effective January 1, 2016.

WHEREAS, the City of Holtville has three current positions that have a set salary below the minimum hourly rate, Council has adopted this resolution to incorporate the amended salary schedule;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HOLTVILLE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Salary Schedule attached hereto and incorporated herein by reference is hereby adopted for the Part Time positions of LIFEGUARD, OFFICE COORDINATOR, and PAID PER CALL FIREFIGHTER, of the City of Holtville effective January 1, 2016.

SECTION 2. That all resolutions or portions thereof, in conflict herewith are herby repealed.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Holtville, California held on the 11th day of January, 2016.

	CITY OF HOLTVILLE By
	James Predmore, Mayor
ATTEST:	
By	
Denise Garcia, City Clerk	
APPROVED AS TO FORM:	
By	
Steven Walker, City Attorney	
STATE OF CALIFORNIA)	
COUNTY OF IMPERIAL) ss	
CITY OF HOLTVILLE)	
I, Denise Garcia, City Clerk of the City of Holtville, Resolution No. 16-03 was duly and regularly adopted City of Holtville, California, held on the 11 th day of Ja	at a regular meeting of the City Council of the
AYES:	
NOES:	

ABSENT: ABSTAINED:

Denise Garcia, City Clerk

RESOLUTION NO. 2007-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLTVILLE, CALIFORNIA, APPROVING AN HOURLY RATE OF \$9.76 TO BE PAID TO PAID-CALL FIREFIGHTERS

WHEREAS, the City Council has adopted this resolution to incorporate the approved rate of pay for paid-call firefighters; and,

WHEREAS, the City Council has previously approved a job description that outlines their duties and functions; and,

WHEREAS, this resolution enables Management to compensate employees in the positions of paid-call firefighter accordingly; and,

WHEREAS, employees paid at this rate of pay, are paid-call firefighters that are called in to assist the department's full time staff with their daily work load and assist with other departmental operations, such as emergency calls where additional personnel may be required, and/or public functions; and at times may be called in to cover full time shifts left opened by the absence of full time personnel;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HOLTVILLE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 3. The hourly rate of pay shall be set at \$9.76 per hour and shall be paid to the paid-call firefighters with the City's regular bi-weekly payroll.

SECTION 4. That all resolutions or portions thereof, in conflict herewith are herby repealed.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Holtville, California held on the 10th day of September, 2007.

CITX OF HOLTVILLE

Colleen Ludwig, Mayor

ATTEST:

Glyn Snyder, Oity Clerk

STATE OF CALIFORNIA) COUNTY OF IMPERIAL) ss CITY OF HOLTVILLE)

I, Glyn Snyder, City Clerk of the City of Holtville, California, do hereby certify that the foregoing Resolution No. 07-46 was duly and regularly adopted at a regular meeting of the City Council of the City of Holtville, California, held on the 10th day of September, 2007, by the following vote:

AYES: 4

NOES:

ABSENT:

ABSTAINED:

By Shyder Glyn Snyder, City Clerk



City of Holtville

REPORT TO COUNCIL

The state of the s	
MEETING DATE:	01-11-16
APPROVED FOR AGEN	IDA
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

DATE ISSUED:

January 11, 2016

FROM:

Denise Garcia, City Clerk

SUBJECT:

2016 County and Regional Appointments List

INFORMATION ONLY. NO FORMAL ACTION REQUIRED BY THE COUNCIL

County and Regional Appointment List ~Appointments and Selections Needed

Attached is the 2016 County and Regional Appointment List, 1st DRAFT FOR REVIEW, for reference. Staff is requesting the 2016 list to be updated at the January 11th Council Meeting.

It is requested that Council take a few minutes to review the committee list, appoint to committees, make recommendations for appointment and give direction to staff to contact community members requesting service if necessary.

Respectfully Submitted,

Denise Garcia, City Clerk

CITY OF HOLTVILLE

2016



County and Regional Appointment List

LEAGUE OF CALIFORNIA CITIES

Quarterly meetings at various locations.

Imperial Valley Contact - Catherine Hill

(619) 295-8282 - office (619) 733-1751- cell

Primary

Jim Predmore Ginger Ward - Mayor

Alternate

Mike Goodsell Jim Predmore - Mayor Pro-Tem

IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC) 592-4494

1405 N. Imperial Ave. Ste 1 El Centro, CA 92243 (Mr. Mark Baza, Executive Director)

Meetings are held monthly every 4th Wednesday at 6:00 p.m. in the Board of Supervisors Chambers

940 W. Main St., 2nd Floor, El Centro

Primary

Jim Predmore - Council Member

Alternate

Mike Goodsell - Council Member

ICTC MANAGEMENT COMMITTEE 482-4292

Meetings are held every 2nd Wednesday of the month at 10:30 a.m. at alternating locations

Primary

Nick Wells - City Manager

Alternate

Hector Orozco TBD

- GL Analyst Finance Manager

ICTC TECHNICAL ADVISORY COMMITTEE

Meetings are held every 4th Thursday of the month at ICTC Office, 1405 N. Imperial Ave., Suite 1 El Centro, CA 92243

Two votes

Primary

Alex Chavez - Public Works Foreman

Alternate

Nick Wells - City Manager

Alternate

Justina Arce - City Planner

OVERALL ECONOMIC DEVELOPMENT COMMISSION (OEDC) 482-4900

940 Main St. Ste. 203 2nd Floor El Centro, CA 92243 (Esperanza Colio)

Meetings are held on the 1st Wednesday of every month at 9 a.m. in the PIC office, located at 760 Main Street, El Centro.

Primary N

Nick Wells - City Manager

Alternate

James Predmore Ginger Ward - Mayor

IMPERIAL VALLEY ECONOMIC DEVELOPMENT CORPORATION (IVEDC) 353-8332

1405 N. Imperial Ave., Suite 1 El Centro, CA 92243 (Tim Kelley)

Meetings are held on the 2nd Thursday of every other month at 3:30. No set location.

Primary

Mike Goodsell - Council Member

Alternate

Jim Predmore - Council Member

IMPERIAL VALLEY HOUSING AUTHORITY 351-7000

1401 D Street, Brawley, CA 92227 (Michelle Flores)

Meetings are held on the 2nd Thursday of every month at 6:00 p.m. The location alternates

between the Brawley office at 1401 D. Street and the El Centro office at 1690 W. Adams Avenue.

Primary

Joan Jencks

Primary

Betty Predmore

PUBLIC ENTITY RISK MANAGEMENT AUTHORITY (PERMA) 341-0492

Meetings are held every 3rd Tuesday of the month at 9:00 a.m. They are held at 77-670

Springfield Lane, Suite 1-A, Palm Desert, CA 92211

Primary

Denise Garcia - Personnel Tech.

Alternate

Nick Wells - City Manager

IMPERIAL COUNTY DISASTER COUNCIL (Tony Rouhotas) 482-2400

Meetings take place as needed, at least once a quarter. No set date, time or place.

Primary

Alex Silva - Fire Chief

Alternate

Manuel DeLeon - Chief of Police

SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE) 482-4462

Recently formed, not currently active. Status will change upon funding.

Primary Jim Predmore - Council Member

Alternate Mike Goodsell - Council Member

LOCAL TRANSIT AUTHORITY (LTA) (Mark Baza) 482-4462

Meetings take place as needed, at least once a quarter. No set date, time or place.

Primary Jim Predmore - Council Member

Alternate Mike Goodsell - Council Member

IV WASTE-MANAGEMENT TASK FORCE (as per convo w/Linda@IVRMA on 6/23/15 - this no longer exists)

Primary Nick Wells - City Manager

Alternate Justina Arce - City Planner

AIRPORT ADVISORY COMMITTEE (William Turner) 355-7944

No regularly scheduled meetings.

Primary Richard Layton - Council Member

Alternate David Bradshaw - Council Member

AIR POLLUTION ADVISORY COMMITTEE (Brad Poirez) 482-4606

No regularly scheduled meetings.

Primary Richard Layton - Council Member

Alternate Ginger Ward - Council Member Mayor

AIRPORT LAND USE COMMISSION (Richard Cambanilla) 482-4236

801 Main St. El Centro, CA 92243

Meetings are held every 3rd Wednesday of the month at 6:00 p.m. in the Board of Supervisors

Chambers.

Primary Mike Goodsell - Council Member

Alternate Grecia Meza - Planning Commissioner

County and Regional Appointments

CAMPESINOS UNIDOS 344-6300

1005 C Street Brawley, CA 92227

Primary Manuel F

Manuel Rodriguez (Appointed through April 2016)

Alternate Mike Goodsell - Council Member

I.V. REGIONAL PUBLIC SAFETY TRAINING AUTHORITY (Isabel Alvarez/Mark Gran) 355-

4327 424 S. Imperial Ave. Imperial, CA 92251

Primary Alex Silva - Fire Chief

Alternate Manuel DeLeon - Chief of Police

IMPERIAL VALLEY TELECOMMUNICATIONS AUTHORITY 312-6512

1398 Sperber Rd., El Centro, CA 92243

Primary Alex Silva - Fire Chief

Alternate Nick Wells - City Manager

CENTINELA STATE PRISON ADVISORY COMMITTEE

Attn: Ken Phillips, PO Box 731, Imperial, CA 92251-0731

Meetings are held at the prison on the 2nd Tuesday of each month at 9:00 a.m.

Primary Laura Goodsell

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENT (SCAG)

Primary Jim Predmore - Council Member

Alternate Ginger Ward - Mayor

AREA AGENCY ON AGING (Appointed by League of CA Cities)

Primary Ginger Ward - Council Member

LOCAL AREA FORMATION COMMISSION (LAFCO)

REPRESENTATIVE PASSES AROUND TO DIFFERENT CITIES

Local Agency Formation Commission

1122 State St. Suite D

El Centro, CA 92243

(760) 353-4115

(760) 352-4132

www.iclafco.com

Advisory Committee Appointments

PUBLIC WORKS COMMITTEE

Primary

Richard Layton - Council Member

Alternate

Jim Predmore - Council Member

Areas of Advisement: Water & Sewage, Construction, Street and Sidewalks, Parks and Ball Fields

(Maintenance & Construction)

PERSONNEL & PUBLIC RELATIONS

Jim Predmore - Mayor Council Member

Ginger Ward - Council Member Mayor

Denise Garcia - Interim City Clerk

Nick Wells - City Manager

Areas of Advisement: Administration & Personnel, Public Relations, Parks & Recreation (Events), Public Policy,

Community Volunteers (not related to fire and police), City Licenses and Community Beautification

VEHICLE ABATEMENT

Primary

Alex Silva - Fire Chief

Alternate

Manuel DeLeon - Chief of Police

SAFETY OFFICER

Re: City Code 2.30.030

Alex Silva - Fire Chief

VEHICLE SAFETY OFFICER

Re: City Code 2.30.040

Manuel DeLeon - Chief of Police

Updated 01/08/16

- 5 -

EMPLOYEE & PUBLIC SAFETY COMMITTEE

Alex Silva - Fire Chief

Nick Wells - City Manager

Ginger Ward - Council Member Mayor

Re: City Code 2.30, Fire

Illness & Injury Protection

Prevention, Health &

Sanitation, Animal Control

FINANCE COMMITTEE

Ginger Ward - Council Member Mayor

Jim Predmore - Council Member

George Morris Pete Mellinger - City Treasurer

Nick Wells - City Manager

Revenue & Expenditures,

Bonds, Purchasing,

Accounting, Budget Control

PERSONNEL OFFICER

Re: City Code 2.28.030

Nick Wells - City Manager

PERSONNEL BOARD

Matt Hester

Patricia Salcido

Betty Predmore

Re: City Code 2.28.040

PLANNING COMMISSION

Re: City Code 2.08.010

Ross Daniels (term expires 04/15/14)

Matt Turner (term expires 04/15/14)

Grecia Meza (term expires 04/15/16)

John Britscghi (term expires 04/15/16)

Georgina Camacho (term expires 04/15/16)

PROJECT REVIEW COMMITTEE

City Manager - Nick Wells

Fire Chief - Alex Silva

Chief of Police - Manuel DeLeon

City Planner - Justina Arce

Council Member - Richard Layton

Council Member - Jim Predmore

Planning Commissioner - John Britschgi

Planning Commissioner - Ross Daniels

BECC LOCAL STEERING COMMITTEE

City Manager - Nick Wells

Council Member Mayor - Ginger Ward

Planning Commission Member - Grecia Meza

Public Works - Alex Chavez

City Planner - Justina Arce

TECHNICAL ADVISORY COMMITTEE

City Manager - Nick Wells

City Engineer - Jack Holt

City Planner - Justina Arce

CHAMBER OF COMMERCE

Primary

Nick Wells - City Manager

Alternate

Council Member - Mayor

MAILING ADDRESS TO REGIONAL AND COUNTY COMMITTEES

OEDC, 940 W. Main Street, El Centro, CA 92243, Esperanza Colio

IVEDC, 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243, Tim Kelly

I.V. Housing Authority, 1401 "D" Street, Brawley, CA 92227, Michelle Flores

PERMA, 77-670 Springfield Lane, Suite 1-A, Palm Desert, CA 92211, Scott Ellerbock

I.C. Disaster Council, 2514 La Brucherie Rd., Imperial, CA 92251, Tony Rouhoutas

SAFE, 155 S. 11th Street, El Centro, CA 92243, Ed Delgado

LTA, 940 W. Main St., El Centro, CA 92243, Mark Baza

Airport Advisory Committee, 150 S. 9th St., El Centro, CA 92243, William Turner

Air Pollution Advisory Committee, 150 S. 9th St., El Centro, CA 92243, Brad Poirez

ICTC Technical Advisory Committee, 940 W. Main St. El Centro, CA 92243, Mark Baza

I.C. Film Commission, 1095 S. 4th St., El Centro, CA 92243, Charlotte Peters

Imperial County Community Economic Development, 801 West Main St., El Centro, CA 92243

Campesinos Unidos, 1005 C Street, Brawley, CA 92227, Jose Lopez

I.V. Regional Public Safety Training Authority, 424 S. Imperial Ave., Imperial, CA 92251

Imperial Valley Telecommunications Authority, 1398 Sperber Rd., El Centro, CA 92243, Felipe Reyes

Centinela State Prison Advisory Committee, P.O. Box 731, Calipatria, CA 92233

City of Holtville REPORT TO COUNCIL

DATE ISSUED: January 11, 2016

FROM: Nick Wells, City Manager

SUBJECT: City Manager Update

	Meeting Date	01/11/16
	Item Number	7
als	City Manager	(hu
Approvals	Finance	
Ą	City Attorney	

INFORMATION ONLY - NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Tank Rehab — Corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010. Staff obtained multiple bids for repairs and ongoing maintenance, as well as potential solutions to our TTHM issue and potential funding sources. A general estimate was given to rehab the tank at \$225k-275k for the resurfacing and \$350k-400k for the aeration (TTHM solution) portion. The City recently applied for funding from BECC for the tank coating. The proposal to BECC received some preliminary staff support, so a more formal application and RFP for repairs has been prepared for resubmittal.

System Controls – Frank Cornejo obtained an updated estimate from TESCO last year of about \$450k to replace the aged system. Frank had hoped that this project might be put off and the controls might "limp along" for another 18 months while we attack other water issues and staff was able to investigate alternatives and potential funding sources. A recent failure in these controls caused a water break, which has brought this issue back to the "top of the stack" in problems to address. City staff recently had a conference call with SRF staff regarding funding this issue. We are following up and will be reporting to Council soon.

Floating Solar — A contract was signed with Infratech Industries for the installation of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility last year. Five plan iterations have been submitted to the Building Department and forwarded to the City Engineer for review with continued "issues." It is believed that the remaining issues regarding the electrical drawings have been clarified and revised plans were submitted (again) last month and will be returned soon after review from the subcontracted electrical engineer.

<u>SEWER ENTERPRISE</u>

WWTP Project – The \$15 million project to rehab the City's Wastewater Treatment Plant, financed by the State Clean Water Revolving Fund along with BECC and the EPA through NADBank, is under construction by Pacific Hydrotech. The City's WWTP Cease & Desist Order (and corresponding deadline for completing this project) were extended to 12/31/16, in November, which should give ample time for completion. A good deal of the excavation and base concrete pouring has been completed. Weekly meetings have not produced any major issues.

TRANSPORTATION PROJECTS

Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project — This project essentially adds or improves curb, gutter and sidewalk on the north side of Fifth Street at Grape Avenue, using CMAQ funding coming through ICTC. Development Design & Engineering, Inc. was selected as the

RE/CM and Pyramid Construction as the construction contractor. Work is expected to begin in the next few weeks after Caltrans completes submittal reviews.

Sixth Street Pavement Improvements — In response to informal discussions with City Council, resurfacing and pavement improvements were proposed on Sixth Street from Holt Avenue to Melon Avenue if funding becomes available. The City applied to ICTC for RSTP funding for this project in response to available funds from Caltrans, was recommended for funding by ICTC sub-committees and received final approval for funding by the ICTC Commission.

Ninth Street Pear Canal Undergrounding to Olive Avenue Project — Over the past several years the Pear Canal dirt ditch along the north side of Ninth Street has all but been eliminated. The last project section from Cedar to Palm left only a small length of a couple hundred feet to Olive Avenue. Beyond that point, the canal is concrete lined. The City applied to ICTC for both RSTP and CMAQ funding for this project in response to available funds from Caltrans, was recommended for funding by ICTC subcommittees and received final approval for funding by the ICTC Commission.

Cedar Avenue Sidewalk Improvements Project — Improvements to curb, gutter and sidewalk along the east side of Cedar Avenue between Fourth and Fifth Streets were approved through the CMAQ program. An RFP for a design engineer is currently being developed.

Walnut Avenue South Improvements Project – Proposed improvements consist of installation of AC pavement overlay and widening to 50' in width along the length of Walnut Avenue from Fourth to First Street. The ICTC scoring process resulted in the project being awarded 82% of the funds requested through RSTP in the total amount of \$498,000.

Environmental documents and a Federal ID Packet were submitted to Caltrans in April, 2015, with a finance number assigned that month. Administration staff is in the process of clearing right-of-way issues and has contacted all utility agencies. It is anticipated that a Caltrans ROW Certification will be obtained this month and procurement can begin.

Complete Streets Project — This project, funded by an Environmental Justice Grant through the Department of Transportation is intended to review and recommend improvement to all forms of mobility in the City. A variety of workshops and community input led to several interesting preliminary recommendations. The consultants discussed the possibility of getting Caltrans to allow for amenities to help slow traffic as it enters town from the east on 115. They feel as if they have gotten some traction with Caltrans on a level over the District 11 management. A draft report was provided for staff and Council review. The resulting comments along with comments from Caltrans have been forwarded to the consultant and the finalized report will be submitted to Council for approval this month.

PUBLIC WORKS

PARKS

Pete Mellinger Alamo River Trail - The 4th phase of this project, which included trail improvements and bridge installations between the Holtville Skate Park and Earl Walker Park, is basically complete. The City received notice through the State Parks Department that additional funding had become available for, among other things, pedestrian trails. The City submitted an application and although there was not enough additional funding awarded to fund the amenities that were cut from the last phase of the project, the City was awarded a sizeable sum to offset some past project overruns (i.e. the bridge installation).

A revision to the planned trail head sign to reflect the name change to the "Pete Mellinger Alamo River Trail" was prepared and will be produced, which will complete this phase of the project. There has been some difficulty finding a vendor to do the etching of the metal sign. I consulted with the contractor last

month and hopefully the project is being pushed along so that the sign can be completed and a dedication ceremony can be held in the near future.

BMX Park - City staff began a few months ago to lay out a basic BMX track in the dirt pit adjacent to the new Skate Park. At this point, it will be a pretty simple "bare bones" facility, but it is hoped that grant funds can be found to develop it in coming years.

ADMINISTRATION

BUILDING PERMITS - The City issued 113 building permits during 2015 and has issued 3 building permits during 2016.

Holtville Estates - Eight homes have been sold and occupied of the original 10 constructed. One remains under contract, with the final house being held back as the model home. They have nearly completed work on the third phase of 7 additional homes, with all sold. The first of those homes is complete and occupied by Christmas, with the remaining homes in the phase to be complete by mid-January. With 6 lots on hold in Phase IV, they currently plan to stay in construction through the completion of the subdivision.

Holtville Luxury Apartments – A project has been in the works for some time at the corner of Ninth and Melon, just outside the City limits. I recently met once again with John Hawk, who represents the landowners, about the project. As the Service Area Plan has now been adopted, work will once again begin with the City and LAFCO to propose annexation and development. At present, we are awaiting formal submission of project plans by the Melon, LLC group.

OTHER

Sustainable Communities General Plan Grant — The consultant selected to complete the Plan, Michael Baker International, has been working on gathering data and are currently scheduling some onsite visits to continue their work. The consultants were onsite for a workshop for the Housing Element portion of the plan. A draft of that section has been submitted and is under review by staff. We will continue to provide information to keep the process moving.

Black Dog Trestle Fire Matter – The lawsuit trial over the fire started by Black Dog that damaged the old railroad trestle recently concluded. Although the \$665,588 was less than we sought, it is considerably more than was offered to settle. A subsequent settlement offer for a lesser amount in lieu of a potential appeal by Black Dog was rejected by Council and Black Dog's attorneys recently filed their Notice of Appeal, so we are awaiting a hearing date in the future.

Carrot Festival 2016 – Staff has been working with the Chamber of Commerce in preparation for the event. After considerable work to secure it, the City was recently notified that a representative of the California (Los Angeles) Angels will be in Holtville to commemorate the 50th anniversary of the Angels first breaking training camp in Holtville. Bobby Knoop, a player for the team throughout the 60's, will be on hand and participating in the parade and potentially other activities.

MEETINGS & EVENTS RECENTLY ATTENDED:

•	12/14/15	Management Staff Meeting	City Hall
•	12/14/15	AMP SoCal Meeting	IC Admin Building (EC)
•	12/15/15	Imperial County Board of Supervisors Meeting	American Legion Hall, Holtville
•	12/15/15	Site Review of Ninth Street Project Trees	Ninth & Cedar
٠	12/16/15	Fireman Appreciation Dinner	Holtville Fire House
٠	12/17/15	CD Investments Strategy Discussion w/ Paul Jarv	is Conference Call
•	12/17/15	Imperial Palms Roundtable Luncheon	Barbara Worth Country Club
•	12/17/15	Christmas in the Park	Holt Park
•	12/21/15	Meeting with Melon LLC Principals	City Hall
•	12/21/15	Guardian Angels Christmas Luncheon	Holtville Fire House
•	12/21/15	Discussion on Blossom Valley Inn Future	DD&E Offices (EC)
•	12/22/15	CoH Christmas Luncheon	City Hall
•	12/28/15	Holtville City Council Meeting	City Hall
	01/05/16	Gas Tax Audit	City Hall
	01/07/16	Conference w/ Classified Bargaining Unit Reps	City Hall
		Holtville CofC BoD	Casa Blanca (Bornt Home-Holtville)
			•

UPCOMING EVENTS:

•	01/11/16	Management Staff Meeting	City Hall
•	01/11/16	Meet w/ Solid Waste Removal Representatives	City Hall
•	01/13/16	ICTC Management Committee Meeting	City of Imperial
•	01/13/16	CCMA Meeting	City of Imperial
•	01/14/16	Willowbend Appeal Hearing	Court of Appeals (SD)
•	01/15/16	Wastewater Pretreatment Policy Conference	Conference Call
•	01/18/16	MLK Day (City Holiday)	3
•	01/21/16	IVEDC Quarterly ED Roundtable Meeting	Site TBD
•	01/22/16	Desalination Plant Tour	Carlsbad, CA
•	01/25/16	Holtville City Council Meeting	City Hall
•	01/25/16	Management Staff Meeting	City Hall
•	01/27/16	SCAG Event	IC BoD Chambers
•	01/27/16	SCAG Elected Official Briefing on the Draft 2016 RTP/SCS	IC BoD Chambers
•	01/28/16	IVECA Board Meeting	EC ED Offices
•	02/22/16	Pet Vaccination Clinic	Holtville Public Works Yard
•	TBD	Briefing on ACO / Emergency Comm Survey	IC Admin Offices

If you have any questions about any of the information presented, please feel free to contact me directly.

Respectfully submitted,

Nicholas D. Wells (760) 356-4574



City of Holtville

MEETING DATE:	01-11-16
APPROVED FOR AGEN	DA
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

Report to Council

Date Issued:

January 5, 2016

From:

Sergeant Manuel De Leon, Chief of Police

Subject:

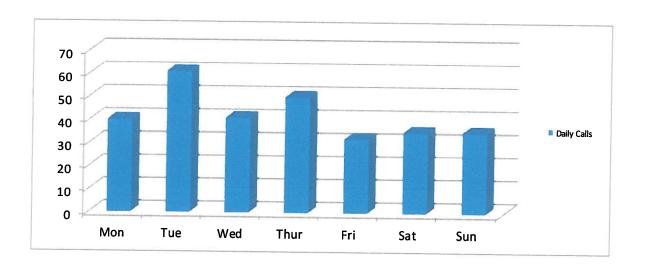
Holtville Sheriff's Monthly Report – December 2015

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

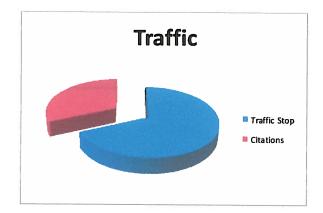
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of December 2015.

Calls For Service:

- ▶ 294 total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.
- The highest volume of calls for service occurred on **Tuesday** with **61 calls**. The highest volume of calls occurred from **7:00 p.m. to 8:00 p.m.**

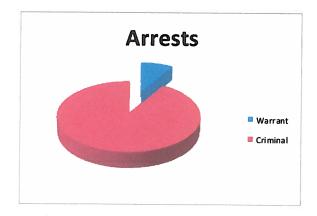


Traffic	Total
Traffic Stops	75
Citations Issued	35
Traffic Collisions	6
DUI's	1



Crimes	Total
Burglary	1
911 Calls - Hangups	2
Vandalism	0
Disturbing the Peace	18
Narcotic Offenses	3

Arrests	Total
Warrants	1
Criminal	11
Total	12



Miscellaneous	Total
Animal Problem	5
Alarm Calls	17
Deputy Request	14

The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of December 2015.

- On December 10, 2015, Deputy A. Contreras provided a presentation on "Bullying" at Finley Elementary School.
- On December 12, 2015, Deputy W. Ayala, Sr. Deputy D. Lindberg, and me represented the City Police Department at the annual Shop with a Cop event in El Centro.
- On December 15, 2015, Deputies attended a 4 hour training period in Yuma, Az. on "Use of Force". The training was hosted by Border Patrol.
- On December 15, 2015, I attended the Imperial County Board of Supervisors meeting held at the Veterans of Foreign Wars Hall in Holtville.
- On December 16, 2015, Deputies organized a search for drugs at Turning Point at the request of their director, Norman Chandler. No drugs or paraphernalia were located. Seven K-9 units from the California Department of Corrections assisted with the search.
- On December 17, 2015, Deputies delivered food baskets and gifts to 5 families within the city. The food baskets and gifts were obtained through donations raised by the Imperial County Sheriff's Office Crime Prevention Unit.
- On December 17, 2015, Deputies and I attended the farmers market held at Holt Park.
- On December 18, 2015, Deputy A. Contreras provided a presentation on "Bullying" at Holtville Middle School.
- On December 21, 2015, Fire Chief Silva and I shopped with children from Holtville at Walmart in El Centro for "Guardian Angel".
- Deputy E. Contreras took the first 2 weeks of December off as vacation time.
- Deputy E. Contreras attended Field Training Officer Training in Riverside the third week of December.
- Sr. Deputy Figueroa took the last two weeks of December off as his yearly vacation.
- I took vacation the last week of December for a Christmas and New Year's break.

Respectfully submitted,

Sergeant Manuel De Leon

City of Holtville

REPORT TO CITY COUNCIL

MEE	TING DATE:	01/11/16			
ITEN	NUMBER	<i>7b</i>			
rals	CITY MANAGER	Jun			
Approvals	FINANCE MANAGER				
	CITY ATTORNEY				

DATE ISSUED:

January 6th, 2016

FROM:

Frank Cornejo

Water/Wastewater Operations Supervisor

SUBJECT:

Water / Wastewater Plant Operations & Maintenance Summary

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The purpose of this report is to inform council of all operations, maintenance, and construction activities completed at the City's water-wastewater treatment facilities during the period between 12/24/15 to 01/06/16.

Also attached to this report are photos of the current wastewater treatment plant improvements construction work, as well as an updated spreadsheet detailing both the <u>2015 year-to-date violations</u> related to NPDES Permit (ammonia) noncompliance for our wastewater facility.

Water Treatment Plant:

- WTP staff removed Honeywell Minitrend Datalogger for factory service and repair.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Plant:

- Regional Board NPDES Permit Inspection took place on January 5th. No deficiencies noted.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Construction:

- Pacific Hydro completed hydrostatic testing of secondary clarifier and septage receiving structures during New Year's weekend (see attached photos)
- Pacific Hydro work crews completed concrete work for new RAS and WAS pump stations. (see attached photos)
- Pacific Hydro work will begin backfilling finished concrete structures beginning Januray 11th.

Respectfully Submitted,

Frank Cornejo.

Water/Wastewater Operations Supervisor

City of Holtville

Mandatory Minimum Penalty Report

This MMP Report shows only mandatory minimum penalty violations associated with Water Code sections 13385(h) and (i) and 13385.1(a).

SEARCH CRITERIA:

Region (7), County (Imperial) Occurred between 1/1/2015 and 12/31/2015

Region	n Agency	<u>Facility</u>	<u>WDID</u>	MMP Exempt Violations	Serious Reporting Violations	Serious Effluent Violations	Chronic Violations	Vio w/ MMP Enf	Vio Fully Resolved (Paid and Historical)	Vio w/o MMP Enf	Total MMP Vios
7	Calexico City	Calexico City WWTP	7A130101011	0	0	0	1	0	0	1	1
7	Calipatria City	Calipatria City WWTP	7A130102041	0	0	1	1	0	0	2	2
7	Holtville City	Holtville City WWTP	7A130105011	0	0	0	38	0	0	38	38
7	Imperial City	Imperial City WWTP	7A130106011	0	0	0	3	0	0	3	3
7	Imperial ID	Imperial ID El Centro GS	7A130128003	0	0	0	18	0	0	18	18
7	Imperial ID	Imperial ID Grass Carp Hatchery	7A130128015	0	0	0	13	0	0	13	13
7	Ormand, Peter M	Peter M Ormand Date Gardens MHP	7A131057011	0	5	0	0	5	0	0	5
7	Ralph Beatty	Country Life MHPRV Asset Partners LP WWT	7A131001011	0	0	0	1	0	0	1	1
7		Seeley CWD WWTP	7A130111013	0	0	0	11	0	0	11	11
	TOTAL (PAGE)			0	5	1	86	5	0	87	92
	TOTAL (REPORT)			0	5	1	86	5	0	87	92

Violation: An instance of non-compliance

Serious Reporting Violation: Defined by California Water Code section 13385.1 as a failure to file a discharge monitoring report pursuant to Section 13383 for each period of 30 days following the deadline for submitting the report, if the report is designed to ensure compliance with limitations contained in waste discharge requirements that contain effluent limitations.

Serious Effluent Violation: Serious violation as defined by California Water Code section 13385(h). Waste discharge exceeds the effluent limitation for a Group I pollutant by 40% or more (CAT1), or a Group II pollutant by 20% or more (CATs).

Chronic Violation: Chronic violation as defined by California Water Code section 13385(i). To be counted as a chronic violation, there must be 3 prededing violations within a 180 day period. The fourth non-serious violation that occurs within the 180 day period is an MMP violation.







City of Holtville REPORT TO CITY COUNCIL

MEETING DATE:

O1/11/16

ITEM NUMBER

7c

CITY MANAGER

FINANCE MANAGER

CITY ATTORNEY

DATE ISSUED: January 6th, 2016

FROM:

Alex Chavez, Public Works Foreman

SUBJECT:

Bi Monthly Report - Public Works

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriffs Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Ran main sewer lines in different locations in town.
- Caught 5 dogs and 3 cats.
- Repaired 3" waterbreak in on Zenos Rd.
- Repaired 6" waterbreak in alley behind Sheriff Department.
- Took down Christmas lights in different location around town.
- Leveled the alley in the 500 blk. of Cedar Ave.
- Assisted Fire Dept. with fire on the 700 blk. of 7th St.

Respectfully Submitted,

Alejandro Chavez Public Works



To: Holtville City Council

Holtville Planning Commission Nicholas Wells, City Manager

From: Justina G. Arce, City Planner

Date: January 7, 2016

Projects: Private Planning Permits (in order of submittal)

1. Daniels Tentative Parcel Map

- 2. Melon LLC Annexation GP Amendment & Pre-zone
- 3. Bornt Lot Line Adjustment & Lot Merger
- 4. Auto Zone Sign and Site Plan Review
- 5. Clear Talk Tower CUP
- 6. Osborne Jurisdictional Boundary Change & Pre-Zone
- 7. Higgins Annexation & Pre-Zone

City Planning Projects

8. Wetlands Trail Easement Acquisition from IID

This Planning Staff Report covers the period from *October 1, 2015, through December 30, 2015*, unless otherwise specified. The purpose of the following communication is to provide a summary report to the City of Holtville of the planning work currently being performed by The Holt Group in regards to planning and development projects in the City, and more specifically the projects referenced above and further detailed below.

PRIVATE DEVELOPER PLANNING APPLICATIONS

1. <u>Daniels Tentative Parcel Map</u> - Ross Daniels submitted a Uniform Application to the City to process a Parcel Split (Minor Tentative Parcel Map) and paid review fees on September 19, 2013. A Tentative Map with Legal Descriptions was submitted to the City for review, as prepared by Nicklaus Engineering. A letter was sent to the project Engineer on October 1, 2013 informing them that the submittal was being rejected as it did not comply with the requirements in the submittal checklist.

A revised Tentative Parcel Map was resubmitted on January 14, 2014 and redlines were subsequently provided on January 22, 2014 as several of the original comments had not been addressed. A third submittal of the annexation map was provided by Nicklaus Engineering on February 25, 2014 and, after minor modifications, it was accepted by the City on February 26, 2014.

The City proceeded with notifying potentially impacted utility and public agencies, including several City departments, regarding the proposed Parcel Split on March 4, 2014. The City received comments from three (3) agencies and their comments were incorporated into a Report of Investigation and Conditions of Approval prepared by City Staff for consideration

by the Planning Commission. The Planning Commission held a public hearing on March 17, 2014 to consider Parcel Split, but then tabled the item until April.

On April 21st the Planning Commission approved PC Resolution 14-15, approving the Tentative Parcel Map 14-01 and recommending conditions of approval to the City Council. The recommended Conditions of Approval included recommendations on off-site improvements consisting of curb gutter and sidewalk, and half width street improvements along the project frontage with Cedar Avenue. The City Council met on May 12th to consider adopting the Conditions of Approval recommend by the Planning Commission. The Applicant voiced his disagreement with conditions requiring the off-site improvements. City Council agreed to table the item for the next meeting in order for the City Attorney to prepare alternatives. In a letter sent to the City Council on May 22, 2014, the applicant requested the City Council waive the off-site improvement requirements per Municipal Code Section 16.09.030 citing "extraordinary" circumstances. City Council approved the exception and modified the Conditions of Approval to remove off-site requirements on May 26 via Resolution 14-15. A letter was sent to the Applicant with instructions on Final Map requirements on June 18th. The applicant had not submitted the final documentation as of June 30, 2014.

A Final Map was submitted on August 25, 2014 by Nicklaus Engineering, however the Final Map as presented did not comply with the Subdivision Map Act requirements. Additionally, a licensed surveyor had not signed the plans. A letter providing direction was sent to Andy Klakulak of Nicklaus Engineering on August 28, 2014. The City was informed that the project's original California licensed surveyor had passed away during the summer. Another agent in the firm would be obtaining his California license before the end of the year and a resubmission would be done at that time.

As of December 31, 2014, the City had not received an updated plan. The anticipated surveyor did not receive his license. Alternative options were being considered by the applicant. As of March 31, 2015, the City had still not received an updated plan.

New plans were received on May 22, 2015 but were inadequate. The Surveyor was notified on June 8, 2015 and base maps were provided for his use. Follow up was also made with Ross Daniels with options on how to proceed. Revised plans were not resubmitted as of the end of June 2015.

A Final Parcel Map was received from Nicklaus Engineering on July 29, 2015, but was determined to be inadequate. A letter containing the findings of the map review was mailed to Helmuth Hack of Nicklaus Engineering on August 17, 2015. The Holt Group, Inc was notified that Helmuth Hack was no longer employed at Nicklaus Engineering, however, Mr. Daniels would be following up with him to complete the work. A revised map had not been received as of September 30, 2015.

On October 31, 2015, a 5th Map check was conducted of a revised Final Parcel Map and cleared. A Staff Report was prepared along with Resolution 15-38 for council approval at the December 14, 2015 City Council meeting. Subsequently, City Clerk and City Engineer signatures were obtained and instructions for recording were provided to Mr. Ross Daniels on December 14th. As of the date of this report, the executed mylars had not been picked up for recording. There is no pending action from the City thus this item will be removed from further reporting.

2. Melon LLC Annexation, General Plan Amendment & Zone Change- A formal application for the proposed Annexation, General Plan Amendment and Zone Change were received on September 4, 2014 from Jeff Lyons, agent representative for Melon LLC. The initial review determined that the application was unacceptable and incomplete including some of the following reasons: 1) the application did not have a specific project identified and no site plan was prepared which is an Annexation requirement from both LAFCo and the

City, 2) none of the required studies were submitted for environmental assessment such as hydrology and traffic, and 3) corresponding application fees were not submitted. A letter communicating our findings was sent to Mr. Jeff Lyons on September 8, 2014 and with cc's to Mr. John Hawk, property owner. Subsequently the City was copied on a letter from LAFCo to John Hawk, rejecting their Annexation application due to lack of a project and insufficient information for project assessment for CEQA compliance. As of September 30, 2014, a resubmission had not been received. The City was notified by Mr. Lyons that the project has no developer partner and their intent was to annex without a project and that they were unaware of a development requirement. As of December 31, 2014, a resubmission had not been received. As of March 31, 2015, a resubmission had not been received, however, Mr. Hawk did attend the March 16 Planning Commission meeting and discussed in general under public comments as a new multifamily proposal. As of the end of June 2015, a project had not been submitted to planning staff for review.

On September 4, 2015, Mr. Sager and Mr. Hawk met with the City Planner and City Engineer to discuss concept plans. It was determined that the plans were missing pertinent information such as all of the utility connections, off-site improvements, and stormwater facilities. It was noted that they did not have a developing partner yet. The City Planner provided direction on the information needed, and the issues that must be addressed. She noted the importance of having a development partner as a development agreement and eventual bond would be required for the off-site facilities. They were also informed that the new reduction in impact fees would be in effect for three years and their project could realize a savings of over \$100,000 if permitted within that timeframe. Mr. Sager and Mr. Hawk noted that they understood what needed to be done and left no submission with staff.

As of December 31, 2015, no submissions have been made and there were no updates to report.

3. Bornt Lot Line Adjustment & Lot Merger- On September 8, 2014, 2014, Jeff Lyon on behalf of Alan and Mary Bornt submitted an application for a Lot Line Adjustment affecting parcel(s) 045-330-073 and 045-340-025 owned by Alan L. and Mary L. Bornt and parcel(s) 045-330-07 and 045-340-029 owned by Donald K. and Donna J. Osborne. The purpose of the lot-line adjustment was to transfer property from Mr. Don Osborne to the Bornt farming operation. The application was deemed inadequate for processing because: 1)the lot line adjustment map was missing required information, such as existing structures and their location, utilities, dimensions, adjacent access roads and driveways, easements, rights-ofway, and correct size text on map, 2) grant deeds for all properties were not included, and 3) legal descriptions and Plat were not shown on a separate 8.5" x 11" size sheet, and thus a letter providing directive on the matter was mailed to Mr. Jeff Lyons on September 15, 2014 with copies to Alan Bornt. As of September 30, 2014 a resubmission had not been received.

Mr. Lyons resubmitted a modified packet on October 31, 2014, however, legal descriptions and plat maps were not submitted as noted above because field work had not been completed. Subsequently, Mr. Lyons submitted the legal descriptions and plat maps on November 12, 2014. A first review was completed and issues were noted. Of specific concern was that a lot merger was being concurrently proposed with a multi-jurisdictional parcel owned by Don Osborne. The Lot Line Adjustment between the recently annexed Bornt Property (County Merger 0016) and Osborne Parcel 045-330-071, within the City Limits, would be pretty straight forward and current submission would only require slight modification of the boundaries of the "remaining" Osborne City Parcel 045-330-071 so that it conforms to City adopted standards for minimum lot-width requirements. The merger between the remaining Osborne City Parcel 045-330-071 and Osborne County Parcel 045-240-029 has these same issues as the Bornt's original request and would also require for Osborne County Parcel 045-340-029 to be annexed before any lot merger with Osborne City Parcel 045-330-071 can take place. Planning Staff followed up with Imperial County and LAFCo who continue to be in

agreement with the City's position. Field work had still not been done as of December 31, 2014. As of March 31, 2015, no additional submittals were made to the City. A letter would go out in April regarding lack of activity and interest in continuing lot line adjustment.

The letter did not go out as a meeting with Management and planning staff was instead scheduled and held on May 27, 2015. Attendees included Alan Bornt, AJ Bornt, and Mary Bornt. Discussion ensued regarding property boundaries and challenges. Mr. Alan Bornt indicated that they would attempt a meeting with Mr. Don Osborne regarding the Maple Avenue issues as the Bornts were unaware it belonged to the parcel they are purchasing from Don Osborne.

On June 18, 2015, Jeff Lyons forwarded to Nick Wells and Jurg Heuberger of LAFCo some de-annexation proposals that involved an additional parcel also owned by Don Osborne. Mr. Lyons followed up on July 1st regarding a response and included City Planning in the email. Subsequently, Mr. Lyons was forwarded a checklist of procedures along with the corresponding application, fee, and deposit requirements. He was advised that applications through LAFCo and Imperial County would need to be processed concurrently and that copies needed to be submitted to the City as well. As of September 30, 2015 no formal applications had been submitted.

As of December 31, 2015, no additional submissions had been made and there were no updates to report.

4. Auto Zone Sign, Design and Site Plan Review- Real Estate agents contacted the City Manager early in the summer of 2014 regarding the proposed location of an Auto-Zone store at the southwest corner of 5th street and Walnut. Although some conceptual drawings had been submitted, no official applications had been received. Auto-Zone did request in September the confirmation of sign standards and a letter was forwarded to the attention of Mr. Isaac Uitenbreoek of Jones Sign regarding sign standards and restriction. On September 23, Terra Mar Engineering contacted the City requesting information on entitlement process and development standards, all of which were forwarded that same week. As of September 30, 2014 no additional inquiries had been made.

An application and fee for a Site Plan Review was submitted to City Hall on Friday, November 7, 2014. An application for Design Review was also part of the packet. The Project Review Committee met on November 10, 2014 to review the project and make recommendations to the Planning Commission. A Public Hearing was duly noticed in the Holtville Tribune. On December 15, 2014, the City of Holtville Planning Commission reviewed the Sign, Design, and Site Plans and issued on conditions of approval. One of the conditions was to incorporate a more traditional design to the building instead of the modern block style.

On December 19, 2014 Terra Marr submitted revised floor plans and elevations to incorporate design recommendations made in the Design Review. Planning Staff reviewed the modifications, as authorized by the Planning Commission. On December 22, a letter was sent to TerraMar Engineering communicating additional modifications to the elevations attached with a redlined version of the elevations showing these modifications.

On January 8, 2015, a letter was sent to TerraMar regarding the required payment of Development Impact Fees, which was determined to total \$62,058.88. The letter gave instructions on completing the City Fee Payment Certification form prior to building permit issuance. On January 28, 2015, a letter was sent to Ms. Arce from Caltrans regarding access on SR-115. The letter explained that Caltrans was no longer opposed to the use of the driveway for this project, and that any work performed within the Caltrans right-of-way would require review and approval by Caltrans and an Encroachment permit.

On February 2, 2015, TerraMar Engineer submitted a final submittal of design elevations, Project Specifications, Geotechnical Investigation Report and Structural Calculations. On February 3, 2015, a response letter was sent to TerraMar Engineering that determined that the design elevations submitted by TerraMar on February 2, 2015 were generally consistent with recommendations provided to them and that the City formally approved the design.

On February 19, 2015, a letter was sent to the I.C. Planning Department, I.C. Assessor's Office, I.C. Building Department, City of Holtville Fire Department, Holtville Police Department, Holtville Public Works, City of Holtville, IID Power, IID Water, AT&T, Time Warner Cable, Southern California Gas Company, and the Holtville Postmaster regarding the address re-assignment for APN 045-293-001. The letter explained that the aforementioned APN was a vacant property that is seeking a building permit for a new commercial operation and will be reassigned an address from 453 Walnut Avenue, Holtville, CA to 390 East 5th Street, Holtville, CA.

On February 20, 2015, TerraMar Engineering submitted a complete civil and building packet to the City of Holtville which included the following: Grading Plans, Building Plans, Geotech Report, Drainage Report, Title Report, Cost Estimates, Building Plans, and Building Plan Calculations. On March 4, 2015, Plan Check #1 was completed and a letter was sent to TerraMar Engineering explaining the plan check findings, the conditions of approval still pending, and included redlined plans.

On April 27, 2015, TerraMar Engineering submitted a Roadway Dedication packet, which included a first draft of the legal description and plat map. A review of this packet was completed and a letter was sent to TerraMar Engineering on May 11, 2015, explaining the review findings and including a redlined legal description and plat map. The final dedication documents were received on May 19, 2015 and were found acceptable. The Grant of Easement was drafted by Staff in late June and forwarded to AutoZone Parts, Inc on June 30th for execution.

The AutoZone requested a final inspection for September 21, 2015 at which time it was determined that removal of a streetlight, landscaping and alley barricade remained to be completed, inclusive of contaminated soil that needed to be hauled off-site. A letter regarding the same was issued on September 23, 2015 AutoZone requested a certificate of occupancy so they could open for business and contractor requested additional time to complete work. The City Manager authorized a temporary use permit to allow them to be open for business with a thirty (30) day allowance to complete the pending work.

A final walk through was completed on December 9, 2015 for the remaining landscaping work and clearance was issued. As of the end of December 2015, there was no pending action and this item will be removed from future reporting.

5. <u>Clear Talk Tower Conditional Use Permit</u> - The City received an incomplete application packet from Victor Gillespie on June 22, 2015 for the installation of a Telecommunication Tower at Samaha Park. A letter was drafted by the City Planner with guidance on general requirements and applicable fees and further forwarded a copy of the applicable Municipal Code Sections to the applicant (Ordinance 442). The City's letter went out on June 23, 2015. No additional submissions had been received as of June 30, 2015.

The potential lease agreement was presented to City Council on August 24, 2015 for review prior to the applicant making any substantial investment on the required submittals. City Council was generally agreeable with the proposal. As of September 30, 2015, no additional submissions had been made.

On October 13, 2015, a letter was sent to Victor Gillespie regarding a preliminary review, permitting and site zoning. The letter reiterated required fees, documentation, and procedures for processing, as well as the need for a Zone Change/Text Amendment prior

to CUP issuance. Mr. Gillespie was in contact with Mr. Nick Wells in early January 2016, but no submissions had been received as of the date of this report.

6. Osborne Jurisdictional Changes & Pre-Zone - On July 27, 2015, the City of Holtville received communication from GS Lyon Consultants on behalf of Donald Osborne regarding the partial de-annexation of a portion of APN 045-330-071 and pre-zone and annexation of a portion of APN 045-340-029, both owned by Mr. Osborne. The subject area for de-annexation is approximately 0.97 acres in size and the subject area for annexation is approximately 0.33 acres in size. The jurisdictional boundary adjustment is being requested so that a subsequent legal parcel boundary adjustment between an abutting property owned by Alan and Mary Bornt and the aforementioned Osborne properties can be accommodated. A future lot line adjustment will allow Alan and Mary Bornt to obtain a legal title on property currently purchased/leased from Mr. Osborne. LAFCo recommended that City Council provide preliminary support of the proposed jurisdictional changes. On August 24, 2015, the Holtville City Council passed Resolution CC 15-21, in support of the partial deannexation of 045-330-071, and the pre-zone and partial annexation of APN 045-340-029. As of September 30, 2015, a formal application had not been received by the proponents.

On October 13, 2015, a letter was sent to Jeffrey Lyons regarding application submittal requirements, explaining the requirement of a uniform application, title documents, annexation fees, plat map, and legal description.

On November 2, 2015, a LAFCO Application was submitted to LAFCO by Mr. Osborne. On November 11, 2015, the application was accepted for filing by LAFCO. Although a reminder of pending submission was emailed to Jeff Lyons on November 17, 2015 with cc's to the Bornts, there have been no City application or fees submitted to the City of Holtville as of December 31, 2015 for proposed jurisdictional changes. Mr. Lyons did indicate on November 18, 2015 that he was working with Mr. Osborne and his clients in getting the required information together.

7. <u>Higgins Annexation & Pre-Zone</u> - Earnest and Teresa Higgins, the Applicants, have expressed an interest in purchasing APN 045-390-051 (the Northwest Corner of 9th Street and Cedar Avenue), for the purpose of constructing a single family home and connecting to services. This parcel is located just outside the City of Holtville boundary; however, because the property lies within 500 feet of municipal, potable water and sewer services, the parcel would be required to connect to City services. LAFCo regulations require that parcels lying outside City boundaries that connect to City services must be annexed prior to connection if they are abutting the City Limits. On September 28, 2015, the Applicants submitted a completed LAFCo Annexation Application and required payment for annexation fees to the City. The application was incomplete as it did not include any of the required maps or legal descriptions. As of September 30, 2015, the Applicants were in the process of completing an application for Pre-Zone.

On October 26, 2015, City Staff mailed a letter to the Applicants regarding required Environmental Information Form and fee. On November 3, 2015, City Staff mailed a letter with attachments to the Applicants regarding required modifications to the Annexation Map and Legal Description submitted.

The Notice of Public Hearing for the Planning Commission meeting was posted on November 5th at City Hall and published in the Holtville Tribune on November 6th. On November 16, 2015, the City of Holtville Planning Commission held the meeting where they recommended approval to City Council of the annexation and pre-zone via Resolution PC 15-06.

Subsequently, the draft Tax Agreement was prepared by Planning Staff and sent to the City Manager on November 17, 2015 for initiation of preliminary discussion with the

County. The Tax Share Agreement was accepted and approved by the Imperial County Board of Supervisors on December 15, 2015. Subsequently, City Council approved the Pre-Zone, Annexation, and Tax Share Agreement via Resolution 15-39 at the December 28, 2015 City Council meeting. The Mayor executed the agreement the first week of January and signatures are being coordinated from Steve Walker as of the date of this report. Once City of Holtville signatures are obtained, originals will be forwarded to Imperial County for their respective approvals before presenting the Agreement to LAFCo on January 28, 2016.

CITY PLANNING PROJECTS

8. Wetlands Trail Easement Acquisition from IID - The City has actively been working on securing a pathway, the approximate distance of .52 miles from the Alamo River Recreational trail to Zenos Road in order to connect to the Holtville Wetlands. City Staff met with IID officials who were willing to gift the required easements as long as the City provides the legal descriptions and plat maps. A portion of the Habitat Conservation Fund grant received in 2012 was to be used to create a conceptual pathway from the current trail to the wetlands based on existing topography. The concept is complete and the City Manager authorized the preparation of the legal description and plat maps to be presented to the IID. A Preliminary Title Report was ordered and obtained on August 1, 2013 and the survey Staff has been working on preparing the easements. It is anticipated that the easements will be drafted for review by The Holt Group Staff during the third quarter.

The legal descriptions and plat maps were completed by survey staff on December 4, 2013. On December 6, 2013, Staff submitted an enclosure letter to Randy Gray of IID Real Estate, providing the legal descriptions and plat map for a 20-foot wide easement. Randy Gray was contacted on December 27, 2013 to obtain a project status update. Mr. Gray informed that he had circulated the easement documentation and that thus far, other departments had accepted the legal documentation, as prepared.

The IID reviewed the Legal Description and Plat Map and found them acceptable on March 10, 2014. The same day, IID Staff notified the City that they would prefer the City enter into a Site Access Agreement and Encroachment Permit rather than the proposed Grant of Easement. Planning staff forwarded on April 1, 2014 the draft Site Access Agreement to the City Attorney for his review and comment.

The draft Site Access Agreement was presented to City Council on April 28th where the Agreement was approved. The agreement was then executed with the proper City signatures and delivered to the IID on May 12, 2014 for their review and execution. As of June 30, 2014, the Agreement still being reviewed internally and will be released once any revisions have been processed by the IID. The final Site Access Agreement was received on April 14, 2014 by The Holt Group and the original was forwarded to the City Manager on April 17, 2014. The next steps for this project are to complete the environmental and be shovel ready at the next opportunity for grant funding. No additional updates were available as of June 30, 2015.

No additional updates were available as of September 30, 2015. As of December 31, 2015, there were no updates to report.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact Justina G. Arce at (760) 337-3883 or City Manager Nicholas Wells at (760) 356-4574.



October - December 2015 Report

To: Nicholas Wells, City Manager

Holtville City Council

Holtville Planning Commission

From: Carlos Flores, Planner/Grant Administration

Date: January 7, 2016

Projects: City Grant Applications/Projects

1. Alamo River Recreational Trails – Department of Parks & Recreation

2. BECC Application for Wastewater Treatment Plant (PDAP/BEIF) FY 10/11

3. CWSRF Application for Wastewater Treatment Plant

4. HCF Program Grant Application for Alamo River Conservation Project

5. 4th Street Cedar to Walnut- Curb Gutter & Sidewalk-CMAQ Grant Application

6. 9th Street & Ditch Underground (Cedar to Palm)-RSTP Grant Application

7. Walnut Avenue South to 2nd Street Improvements-RSTP Grant Application

8. Cedar Sidewalk between 4th Street and 5th Street

9. SR 115/5th Street STIP Program Phase II Project (north side)

10. 6th Street RSTP Call for Projects 2015

11. 9th Street Phase III RSTP/CMAQ Call for Projects 2015

12. BECC Application for Potable Water Tank TRS Installation

The purpose of the following memo is to provide a summary report to the City of Holtville of the planning work currently being performed by The Holt Group in regards to the City's grant applications and grant administration projects, and more specifically the projects referenced above and detailed below. *Updates are in bold italics and for the time period of October 1, 2015 thru December 30, 2015*, unless otherwise noted. Further note that in order to save space, some immaterial history has been omitted, but is logged in prior reports should anyone wish to review at a future date.

1. Alamo River Recreational Trails-Department of Parks and Recreation (\$489,169.30) In August 2008 City Manager, Laura Fischer directed THG to prepare the resubmission of an application, which was prepared on September 2008. The application was strengthened due to an IID easement that was secured and the completed survey work. A full Staff Report and a copy of the application were submitted to City Council at the September 14, 2009 meeting. On June 16, 2010, the City received a formal letter from the Department of Parks and Recreation, stating that the project had been awarded \$430,468 and that the City needed to comply with NEPA, National Historic Preservation Act of 1966, and the State or local Transportation Improvement Plan. The Regional Transportation Plan listing and Preliminary Environmental Study were completed on January 3, 2011. A contract with the State was executed on July 25, 2011 by City Manager, Alex Meyerhoff and the City procured for design, bidding and construction services.

The resolution for selection of a consultant was presented to City Council in November 2011 by City Manager Alex Meyerhoff and action was delayed since matching funds were originally from RDA Fund. Since this was an adopted Regional Transportation

Plan (RTP) project, City Council opted to use LTA funds and continue to move forward with the project. On January 17, 2012, the City received a reimbursement check from the State for \$296.00. On January 23, 2012, City Council awarded the contract for design and engineering services to Mia Lehrer + Associates for \$134,325 and a Notice to Proceed was issued on March 21, 2012 to the consultant. Mia Lehrer held a public meeting on May 7, 2012 and also presented design concepts to two High School Classes. The consultant communicated its challenge of site amenities not being found at the cost budgeted. THG provided Mia Lehrer with a number of facility specifications in order to keep the design within budget. Mr. Jeff Hutchins, project manager suggested elimination of a restroom facility, however, the City communicated that no amenities should be eliminated as the State would need to authorize a change in the scope of work. The State agency communicated that scope changes would be feasible but that a formal request needed to be submitted to DPR as amenities were a scoring factor.

The final plan check was completed and comments on minor edits were issued to Mia Lehrer on March 5, 2013.—A progress grant report was submitted to the State on April 17, 2013. Jeff Hutchins held a pre-bid meeting on June 18th. The bid opening date had been extended to July 16th via addendum #3. The City received a total of two bids: Pyramid Construction (\$1,021,279) and Hazard Construction (\$853,128). Some of the improvements engineered by Mia Lehrer resulted in significant cost overruns. At the direction of the City Manager, THG reviewed the construction bid items and prepared a memo to City Management dated September 4th on potential items that could be removed from the project scope to lower project costs and subsequently submitted a request to the DPR on August 15th for a reduced project scope of work. A response was received from the State on August 16, 2013 requesting a letter describing the scope of work change, a revised Application, Cost Estimate, and Site Plan. On December 27, 2013, the letter describing the scope of work change, a revised Application, Cost Estimate, and Site Plan were submitted to the State.

On February 3, 2014, the City received a letter from the State approving the change in scope of work. The project was re-bid by Mia Lehrer, per change in scope, and a bid opening was held on March 28, 2014. Three bids were received from Granite Construction (\$678,999), Hazard Construction (\$568,148), and Pyramid Construction (\$508,483). City management was in the process of negotiating with the availability of Class II base for trail pavement, location of fill export, and possibility of fill import. Other elements such as rope railing, signage and bollards could be installed by the City at a future date in order to bring down project costs.

Cost reductions of \$66,900 were successfully negotiated by THG with Pyramid Construction in June 2014 for the following items: Reduction of soil exporting costs per unit (\$29,580 in savings); Removal of installation of all three trash receptacles (\$4,800 in savings)-purchased under separate grant; Removal of installation of all rail track post & rope guide (\$17,520 in savings); Removal of installation of Alamo River Trail Sign (\$5,000 in savings); Removal of installation of bollards (\$10,000 in savings) to be installed at a future date by City staff.

City Council awarded the construction contract to Pyramid Construction on June 9, 2014. The kick-off meeting was held on June 27th and subsequently THG issued a memorandum to Mia Lehrer on July 2nd to communicate and recap construction management requirements expected of Mia Lehrer for the construction phase of the project. It was determined by Mia Lehrer and the City Manager to only issue a Notice to Procure (pending acceptable contract documents) for the bridge equipment and that a Notice to Proceed on Construction would take place in September.

Pyramid submitted a payment request in the amount of \$59,850.00 for the pre-fabricated bridges, which was paid by the City on July 11, 2014. The Holt Group, in turn, submitted Reimbursement #4 to the State for the material purchased on July 1st, 2014 and the City

was reimbursed on December 9th, 2014. A Notice to Proceed was issued by Mia Lehrer to the contractor on November 18th 2014 after some clarifications on design between Mia Lehrer and the Bridge manufacturer were resolved.

The project was subsequently and temporarily halted until a Labor Compliance Officer was brought on board and construction management inspection scope of work was agreed to. A Labor Compliance contract was approved by City Council on December 8th, 2014. David Dale of Dynamic Engineering was also brought in to perform daily inspection/construction management services at a cost not to exceed \$12,000 since Mia Lehrer was unable to complete the daily inspections as required. This amount would be deducted from their contract. Construction began on December 15th, 2014.

Construction Management Service invoices were also paid in January averaging \$17,000 to Mia Lehrer and North Gardens Management. Pyramid Construction was also paid \$175,249.80 on January 20th, 2015. The Holt Group, in turn, submitted Reimbursement #5 on January 27, 2015 to the State for the incurred costs, in the total amount of \$192,181.00. In January 23, 2015, City Council approved Construction Change Order #1 in the amount of \$52,070.20, for a change in scope that would require piling to be constructed using the "Wet Shaft" method of placement.

On February 25, 2015, Semi Annual Reports were submitted to the Office of Grants and Local Services. On March 25, 2015, The Holt Group submitted Reimbursement #6 to the State for additional construction management costs in the total amount of \$20,702.00. This Reimbursement included two Labor Compliance payment requests in the amount of \$1,530 and \$578, two North Gardens Management construction management payment requests in the amount of \$3,400 and \$3,740, and a Pyramid Construction construction services payment request in the amount of \$11,454.18.

On July 10, 2015, the City was notified by the California Department of Parks and Recreation that additional RTP grant funds were available for projects that had encountered cost overruns. Since the Alamo River project had cost overruns as well as Construction bid items that had to be removed to fit the budget, the project was eligible to apply for additional funding. On July 14, 2015, a packet requesting additional funds was submitted to the Department of Parks and Recreation. The packet included a letter from the City Manager explaining the need for additional funds, a revised RTP application, a revised Cost Estimate form, and a revised schedule of events.

The City received a letter on September 17, 2015, informing them that the Office of Grants and Local Services (OGALS) recommended approval of a portion of the requested additional funds in the amount of \$255,353 to the Federal Highway Administration (FHWA). FHWA approved the additional funds for this project on July 30, 2015, bringing the total new grant amount to \$685,821. OGALS notified the City that an amended grant contract would be delivered soon.

On December 11, 2015, the State contacted the City Planner to let her know the City was out of compliance with the OMB Circular Single Audit requirements and it could affect funding. City finance staff has been addressing this item with the auditor.

2. BECC/NADBank Wastewater Treatment Plant Application FY 10/11 (Anticipated Project Costs \$5,616,000.00, however as of December 31, 2013 costs were \$11,885,956) – THG was given directive to prepare capital improvement applications through BECC. City Council authorized the City Manager as the approving official for the required submittals on October 11, 2010. The project was for the rehabilitation of the existing plant and included related c osts for environmental compliance and processing of State Revolving Fund Application. The WWTP Improvement Project application was forwarded to the BECC EPA Office on October 27, 2010 and copies were provided to the City Manager on October 28, 2010. By mid January 2011, BECC conducted field review

visits to the project sites. The project was pre-selected and was in process for FY 11/12 BEIF-PDAP Prioritization.

Grant funding for 50% of the design was officially awarded through BECC via a letter dated May 11, 2012 under EPA Region 9's US-Mexico Border PDAP. A meeting was held with BECC on June 14, 2012 to discuss BECC Certification requirements and WWTP PER Review. The Design would focus on the preferred alternative identified under the PER and more specifically described as the Biolac ® Wave Oxidation (Integral Clarifier) System alternative. The City received a comments report dated June 22, 2012 from BECC communicating that the PER had been reviewed and that PER modifications were being requested. The requested changes were six (6) as follows: 1) Capacity consideration for septage holding tank of 25,000 gallons seems an over built, the City should reconsider the adequate volume needed; 2) Addition of proper laboratory and offices building inclusion to the improvements; 3) Clearer understating of the type of industrial discharges to the WWTP, quantities and characteristics; 4) Plan on tracking the tanker trucks irregularly dumping wastewater to the WWTP; 5) A biosolids-handling plan has to be described more in detail. The plan should include the sludge thickening process to be utilized, along with sludge windrowing, drying, storage and landfill application; and 6) Emergency backup generator should be considered. The comments report communicated that a response was required from the City to communicate if recommendations were accepted in order to authorize BECC to move forward with RFP Scope of Work development.

The letter also stated that BECC would be providing 50% of design costs up to \$500,000. The PER modifications would be covered by the awarded PDAP funding, the City would simply need to provide documentation of the Lee & Ro RFP Process. Once the PER was updated, the RFP process for the design phase would be initiated. A letter on funding status dated June 18, 2012 was also submitted to the RWQCB to provide an update on the funding milestone deadline of June 27, 2012.

Two teleconference meetings were conducted November through December 2012 with BECC to discuss the Certification Schedule, RFP for design services and concern over the pending SHPO Clearance. On December 10, 2012, City Council approved THG to proceed with the preparation of the RFP for design services for the WWTP, without the SHPO Clearance, in order to not further delay compliance of the Board Order. The final, advertised WWTP design RFP documents were submitted to BECC on December 13th. The project advertised on December 20th and EPA Notified the City of Environmental Clearance on January 4, 2013. A meeting was held at THG office with BECC and Mr. Alex Meyerhoff (via phone) on February 21st to discuss pending action items to initiate the WWTP Project. These included submission of procurement data and contracts.

Lee and Ro, Inc. and Albert A. Webb Associates, Inc. forwarded proposals for the design of the Holtville WWTP on February 14th. A Selection Committee assembled by City Management met on February 19th to review the consulting engineering proposals and recommend a design consultant on a qualification based selection. At the February 25th Council Meeting, the City Council accepted the recommendation of the Selection Committee, which was to award the contract to Lee & Ro in the amount of \$697,256. A kick-off meeting was held on March 19, 2013 by Lee & Ro with IID, EPA, BECC, Landmark and THG to discuss the project design and schedule.

THG Drafted a Public Participation Plan, which was reviewed and approved by City Council. The First Public Presentation was also reviewed and authorized by the Local Steering Committee on June 28, 2013. The Local Steering Committee also reviewed the 30% design plans and scheduled the first public meeting for July 15th. The City and THG also held a meeting with NADBank on June 11th to discuss the projects design status. Lee & Ro had completed 30% of the design plans in June and the City Engineer reviewed the plans and issued comments. A meeting was held with Lee & Ro on July 24th to review the

90% design plans. The Local Steering Committee also met on August 6th to review the 90% design plans and scheduled the final public meeting. The final design plans were completed in August and submitted to BECC for review. A total of three reimbursement requests were also submitted by the City for design costs.

The August EOOPC was \$8,866,000 which was \$1,775,910 over the SRF construction commitment. There was a total project costs gap of \$3,371,790. A meeting was held with NADBank in September to discuss the financial gap and it was communicated that assistance could be provided through the BEIF Program. NADBank requested that the City submit twenty-nine documents for an analysis. The first submittal to BECC was made on September 18th with only the Building Permit pending.

The Building Permit was submitted to BECC on October 23rd. A Second Public Meeting was also held on October 14.th The EOOPC was since then updated by both Lee & Ro and then adjusted by NADBank. Subsequently, BECC communicated that the City would need to hold a third public meeting to reflect the revised project costs and a financial assistance amount of \$3,559,910 under the BEIF Grant Program. The Final Public Meeting was held on November 25th by the City Council.

A total of two reimbursement requests and two progress reports were submitted to BECC between October and December with the most current submitted on December 6th. The draft Project Certification Document was published on December 15, 2013 which initiated the 30 public notification process before a formal proposal could be advertised. The project was certified by BECC on February 25, 2014, however the City had not received the Construction Assistance Grant Agreement from NADBank as it was pending issues associated with Buy American Clause and Disadvantaged Business Enterprise Goals which are required by the primary lender the CWSRF but rejected by NADBank. The issue was being resolved by EPA who was the origin of funding for both programs to some extent. Lee & Ro was in the process of completing the specifications with the required language.

Construction Management Services: An Expression of Interest (EOI) for Construction Management was advertised by the City Engineer on February 27, 2014. Two of the responding firms were disqualified. Full proposals from the remaining firm (Dudek and Associates) was received on April 16, 2014 but exceeded the available budget of \$887,500 by \$1,028,300. The bid was rejected and NADBank procured qualified firms a second time. The City was authorized to request one bid from HDR. The City requested a bid from HDR which came in at \$1,073,000. It was anticipated that the contingency would cover the \$185,500 gap. Selection of Construction Management Services were brought before City Council once the Sub-Grant Agreement for the project was approved by NADBank which was pending resolution regarding Disadvantaged Business Enterprise and American Iron & Steel Language requirements. EPA was working with NADBank to clear American Iron & Steel and DBE Language. The Construction Manager, HDR, was selected during this report period and a contract for services was executed on July 30, 2014.

Construction Services: It was anticipated that the Request for Proposals for Construction would be advertised by May however, this was delayed due to the Construction Manager not yet being selected. The Advertisement for Bids for Construction Services was estimated to be advertised in August 2014. The construction bid opening date and evaluations were to be completed in September for potential recommendation to City Council by October 2014. This schedule has been significantly delayed as of the end of September. HDR had to be allowed time to review the construction bid documents, and comments were received from HDR on September 30, 2014. It is anticipated that the advertisement for bid for construction services would be published in October for potential recommendation to City Council in November 2014 or early December.

HDR completed their review and comment by November 25, 2014. The Bid Documents, however, were not approved by NADBank in October of 2014 and instead significant restructuring and itemization was requested on by NADBank which were out of the norm of all engineering firms involved (Lee&Ro, HDR, and THG). Discussions ensued between EPA and NADBank and the City on whether HDR was fulfilling their contract. HDR made some modifications and appealed on others and submitted the report to NADBank on December 15th, 2014. NADBank responded on December 19th, 2014 with some modest additional changes which were completed by Lee & Ro.

Monthly progress reports were completed for January, February and March 2015. On February 9, 2015, the City of Holtville City Council authorized a Construction bid advertisement and the bid advertisement went up on February 24, 2015. The City Engineer issued a couple of addendums and as a result, the bid opening was delayed through April 14, 2015. It was anticipated that an award recommendation would come to Council by the end of April.

NADBank Monthly Progress Reports were completed for April, May, and June 2015. NADBank completed their bid evaluation review on June 16, 2015 and the Sub-Grant Agreement was received on June 22, 2015 in the amount of \$6,889,870. City Council may now consider award of contract for construction services. Action was scheduled for the July 13, 2015 Council Meeting.

NADBank Monthly Progress Reports were completed for July, August, and September 2015. The City awarded the Construction contract to Pacific Hydrotech for Construction Services at the July 13, 2015 City Council meeting. A Notice to Proceed was issued on July 29, 2015. Change Order #1 and #2 were in progress during September. Change Order #1 addressed DBE changes and had zero costs and no extension of time. Change Order #2 was associated with potable water systems.

NADBank monthly progress reports were submitted for October, November, and December 2015. On October 6, 2015, Change Orders #1 and #2 were accepted by the City as well as Change Order #3 which was for IID design fees. On October 22, 2015, NADBank sent a letter to the City approving Change Orders #1-#3 which increased the construction contract amount by \$103,746.26 to be paid out of grant contingency monies. The Construction Management firm has been coordinating fund draws from NADBank within approved amounts for construction funding.

3. Wastewater Treatment Plant CWSRF Financial Assistance Application to the State Water Resources Control Board (\$6,000,000.00 however as of December 31, 2013 costs were \$11,885,956) – On December 13, 2010, City Council approved resolution 10-53, allowing THG and City Staff to prepare an Application for the WWTP Project. The project's scope of work included vital rehabilitation work that addressed the City's NPDES Permit. On January 10, 2011, a reimbursement resolution was also taken to the Holtville City Council for their consideration. Although the City was not on the State Priority List, the State encouraged the City to submit an application. Per Ms. Chase, if the City completed the application prior to the opening of the project priority list, SWRCB would possibly consider an amendment to include the City's project.

THG worked with the Finance Manager to obtain pending financial documents and City audits. Additional items that would be needed included the Rate Study by Raftelis and the Preliminary Engineering Report by Lee & Ro and were still pending as of July 2011. On December 8, 2011, an application packet was finalized and sent to the State for funding consideration. THG also requested a Bond Counsel Legal Opinion letter from RW&G on December 21st regarding the City's ability to incur additional debt.

A staff report dated March 22, 2012 was presented to Council on preliminary underwriting for the application. The City submitted all required information to the State with the exception of the bond counsel letter, and 10/11 Fiscal Year Audit, Sewer Cash

Reserves and Uses and Operation Budget and Cash Flow Projections which were pending by the Finance Manager. Preliminary findings by the State indicated that the City was eligible for Principle Forgiveness, but limited based on their economic data and MHI. In March, the State communicated that there were still funds in Category 1, for severely disadvantaged communities and that the City qualify if it raised rates by at least \$1.77 per month. Directive had been provided by Council to move forward with a minimum \$1.77 rate increase.

The City's financial budget was not available until June 1, 2012, which was not early enough for the State to complete its underwriting within their 11/12 fiscal year, and as such the Small Communities Capitalization Grant (SCCG) funds available to CWSRF were exhausted. It was communicated on June 6th by the underwriter that the availability of principal forgiveness for the 12/13 fiscal year under the SCCG would be determined after State 12/13 budget adoption. On July 5, 2012 the City submitted all financial documents pending from the City audit and final budget to CWSRF. Additionally, the USDA Loan Commitments were also forwarded to CWSRF on September 25th after the City Council took action to accept the USDA/BECC/BEIF financing packet for the Outfall Packet, thus relieving the sewer fund of some existing debt. CWSRF requested that the City provide the rate increase amounts needed to cover the City's debt (USDA and proposed CWSRF) equal to 1.20 times the total annual debt service and operation and maintenance costs, after considering any required reserves. The City Finance Manager was tasked with completing this information so it could be presented to City Council and provided to CWSRF.

The City Manager completed the Sewer Rate financial review in December and the Proposition 218 Sewer Rate Notice was posted and issued to all property owners and service users. A copy of the notice and proposed rates were submitted to CWSRF on December 31, 2012 and published in the Holtville Tribune on January 4th.

On February 11, 2013, City Council reviewed a revised EOOPC prepared by Lee & Ro that incorporated changes to scope of work due to BECC's laboratory building recommendations, Imperial County's CUP recommendations, and omissions from original PER that resulted in a project cost increase. THG informed SRF about the revised scope and EOOPC for a total project cost of \$8,222,546. It was communicated by Ms. Chase that assistance could be provided through SRF for the additional costs and on February 25th Council approved an updated Dedicated Sources Resolution and subsequently, a final Facility Plan Approval that incorporated all costs, schedule, and terms issued by CWSRF was also approved on March 18th. Please note however, that SRF required conditions to be met by June 2013 and due to the delay in the audited financials, it was no longer feasible for the City to meet all these conditions within that deadline.

The audited Financial Statements for FY 11/12 were submitted to NADBank by the City on April 25, 2013 and NADBank was able to meet their May 9th Board Certification meeting. An extension was requested from SRF on April 24th as it was evident that the June deadline would not be met. SRF approved the extension in May, granting the City 120 days to execute the SRF agreement and meet the conditions which included USDA paying off the 2003 and 2011 outstanding bonds (by October 28, 2013) before the SRF Loan could board. A First Supplemental Trust Agreement for the 2003 Bonds and First Amendment to Installment Sale Agreement for the 2011 Bonds resolutions were passed by Council on August 26, 2013. The Resolutions enabled the SRF loans to board prior to the USDA Loans and while the 2003 and 2011 Bonds remain on the books.

An amended Facility Plan Approval (FPA) was approved by City Council on October 28th and the executed document was submitted to the State on October 31st. A formal agreement was still pending to be issued by the State due to the agreement being reviewed by the State's legal department and an extension to April 29, 2014 had been

granted by the State for the execution of the agreement. The agreement was executed by the City and submitted to the State on February 5, 2014. The First Disbursement Request was also submitted to the State on April 3rd for reimbursement of 50% of design costs in the amount of \$340,786. Please refer to the BECC Wastewater Treatment Plant Project section above for construction management and construction status.

The First Disbursement Request was reimbursed on April 30, 2014 for 50% of design costs. The First Quarterly Progress Report was submitted to the State on May 2nd. Please refer to the BECC Wastewater Treatment Plant Project section above for construction management and construction status.

As noted in prior section 4 of this staff report, the Construction Manager, HDR, was selected during the July to September report period and the contract for services was executed on July 30, 2014. HDR had to be allowed time to review the construction bid documents, and comments were received from HDR on September 30, 2014. It is anticipated that the advertisement for bid for construction services will be published in October for potential recommendation to City Council in November 2014 or early December. Reimbursement #2 for final design costs and bidding services will be processed once the construction bids come in and a final cost determines whether any contract modifications with SRF would be necessary. The quarterly progress report was submitted to Ms. Bridget Chase on November 3, 2014. If and when changes to the satisfaction of NADBank are prepared, the final edits will need to be forwarded to the CWSRF.

Quarterly Progress report #4 was submitted to Ms. Bridget Chase on January 22, 2015. As previously noted, NADBank approved of the bid documents submitted by HDR, in February and on February 9, 2015, the City Council authorized a Construction bid advertisement with a bid opening scheduled for April 14, 2015.

Quarterly Progress Report #5 was submitted to Ms. Bridge Chase on May 11, 2015. Addendum's 3, 4, 5, pushed the bid opening date to April 21, 2015. On April 21, at 2:00 P.M., the bid opened and four (4) bids were submitted: RSH Construction (\$11,271,809), Pacific Hydrotech Corporation (\$11,733,600), Steve P. Rados, Inc. (\$14,625,000), and Stanek Constructors, Inc. (\$14,713,000). NADBank completed their bid evaluation review on June 16, 2015 and the Sub-Grant Agreement was received on June 22, 2015 to cover the financing Gap. Planning Staff prepared a Final Budget Approval and Approval of Award request and submitted the packet to the CWSRF on June 25, 2015.

The City awarded the Construction contract to Pacific Hydrotech for Construction Services at the July 13, 2015 City Council meeting. A Notice to Proceed was issued on July 29, 2015. Quarterly Progress Report #6 was submitted to Ms. Bridge Chase in August 2015. Change Order #1 and #2 were in progress as noted under Item #4. The Amendment #1 was received by the State on September 11. On September 16, 2015, the City Manager approved Amendment No. 1 to the Finance Agreement and e-mailed and mailed the State Water Resources Control Board. The amendment shifted funds to soft costs from Construction. City Staff was preparing to submit Reimbursement #2 in October.

On October 26, 2015, Reimbursement #2 in the amount of \$464,437.82 was submitted electronically and via mail to CWSRF. Reimbursement #2 included Construction Invoices #1 and #2 in the reimbursable amount of \$368,073.89, The Holt Group Administration and Richards, Watson, and Gershon invoices in the amount of \$11,821.93, Lee & Ro Design Invoice for \$7,842, and The Holt Group bidding invoices in the amount of \$88,700.

Quarterly Progress Report #7 was submitted to Bridget Chase on November 10, 2015. On November 10, 2015, Reimbursement #3 in the amount of \$257,587 was submitted electronically and via mail to CWSRF. Reimbursement #3 included Construction

Invoice #3 in the reimbursable amount of \$191,204, The Holt Group Procurement invoices in the amount of \$55,900, and Administration invoices in the amount of \$10,483. Reimb ursement #4 in the amount of \$367,787 was submitted electronically and via mail to CWSRF on December 16, 2015. Reimbursement #4 included Pacific Hydrotech Construction Invoice #4 in the reimbursable amount of \$258,479 and Lee & Ro Engineering Construction support invoices #1-4 in the amount of \$109,308.

The quarterly construction progress report was submitted to the State on November 11, 2015. The City received Reimbursement #2 from the State in the amount of \$464,437 on November 25, 2015, and Reimbursement #3 from the State in the amount of \$257,587 on December 18, 2015.

4. Alamo River Habitat Conservation Project - Department of Parks and Recreation Habitat Conservation Fund Program Grant Application (\$193,700.00)- On September 26, 2011, City Council approved resolution 11-32, allowing City Staff to prepare an Application for the Department of Parks and Recreation Habitat Conservation Fund Program for improvements to the Alamo River area surrounding the SR 115 overpass. The State had a call for projects under the Habitat Conservation Fund Program for Trails with a statewide budget of \$2,000,000 per year and would award grants on a competitive basis for projects that protected, restored, enhanced wildlife habitat, and acquired or developed trails which would bring urban residents into Park and/or wildlife areas. The proposed project would incorporate landscaping and buffers to protect wildlife from human intrusion, and to protect trail users.

THG Staff prepared the application and all required attachments in coordination with City Staff. The application was submitted to the State on September 29, 2011. A letter dated October 14, 2011 was received by the City acknowledging that the State had received an application from the City and that no further action was needed at that time. A letter dated February 1, 2012 was received from the State indicating that there were three items needing clarification: 1) The non-construction (or pre-construction) costs in the Cost Estimate/Grant Scope Form exceed 25% of the grant and match amounts, 2) The CEQA Certification Form required the Authorized Representative's signature, and 3) the Topographic Map appeared to be complete except that the project elements as described in the grant scope should also be included. On February 15, 2012, a response with information requested on all three items was submitted to the State and cleared.

A site visit was held between the City Planner, a project engineer, and the Department of Parks and Recreation Staff on May 18, 2012 to view the project site. Habitat vegetation data and concepts on proposed links to Class I Bike Lane and Alamo River Recreational Trail were presented at the visit. A coyote was viewed at the trail and Mr. Pete Millinger happened to be on the site that day feeding raccoons. Overall, the visit went well and it was communicated by the State representative that a determination on funding would anticipated July 2012. The City received a grant award notice dated September 18, 2012 indicating that the City was awarded \$193,700 in grant funds for the project.

Project design commenced in October 2012 and plans were 95% complete. The City received a letter dated November 6, 2012 that included the fully executed Grant Contract and also requested that a deed restriction be recorded on the title to the subject property. Project Design was 100% complete. On March 6, 2013, City Council was presented with options to meet the State's requirements on land control. One option was for the property to be transferred from the Successor Agency to the Holtville Redevelopment Agency to the City of Holtville and the second option was for a Land Tenure Agreement to be put in place between the Successor Agency and the City of Holtville. City Council provided directive to the legal department to move forward with the transfer of the property. A reimbursement would not be submitted until land tenure issues were addressed.

The project was advertised for bid in April 17th & April 24th and bids opened on May 21st. The bids came in too high with the lowest bidder coming in at \$239,977. A letter was issued to bidders rejecting the bids received and the project scope was modified to reduce some of the areas that exceeded budget. It was communicated by the City Attorney that he was working with the City Finance Manager on completing a report to the Department of Finance for approval of the transfer of the subject property from the Successor Agency to the City of Holtville.

Follow up was made with the City Attorney in September on the status of the transfer of the property and it was communicated that he was in the process of working with the City Manager on a list of properties to be transferred from the Redevelopment Successor Agency to the City of Holtville for submittal to the Finance Board. The project was readvertised for bid and a total of two bids were received from Hazard Construction (\$149,607) and Pyramid Construction (\$133,944). The City awarded the construction contract at the October 14th City Council meeting to Pyramid Construction.

Follow up was made with the City Attorney during the fourth quarter and it was communicated that the transfer of the property to the City of Holtville was still in process. City Management communicated that on November 22nd the City submitted a Property Management Plan to the Department of Finance communicating the disposition of the properties currently owned by RDA and how those properties would be handled by the City, including the Alamo River property.

A Notice of Completion was filed on December 19, 2013. THG worked on the close-out documents and reimbursement request, however, the reimbursement request was unable to be processed by the State until the transfer of the property to the City of Holtville was complete and a deed restriction is recorded.

After tallying all project invoices incurred to date, it was determined that there was a small amount of grant funds still available. A concrete drinking fountain and three trash receptacles were purchased by the City. THG submitted the First Reimbursement request on March 10th. It was communicated by the State that reimbursement requests could not be processed until the transfer of the property to the City of Holtville was complete and a deed restriction was recorded. City Management continued to handle this with assistance from the City Attorney.

The final invoice and close-out packet was submitted to the State in July. Please note that the final invoice was not be reimbursed until the transfer of the property to the City of Holtville was complete and a deed restriction was recorded. The transfer was still pending as of June 30th. City Management continues to handle this with assistance from the City Attorney. The City paid the final July invoice in September, thus allowing submission for final reimbursement to the State along with the Close-Out Packet. A Close-Out packet was officially submitted to the State on September 30, 2014.

A total of \$193,000 was pending reimbursement from the State as of December 30th. The City cannot be reimbursed until the transfer of the property from RDA to the City of Holtville is complete and a deed restriction is recorded. The transfer was still pending as of September 30th. City Management will continue to handle this with assistance from the City Attorney. A reminder email was sent to City Management/City Attorney on December 22nd, 2014 and staff forwarded a status update to the State in early January.

On February 25, 2015, a HCF Status Report was submitted to the Office of Grants and Local Services reporting that 100% of the project was completed as of September 2014, with total grant funds in the amount of \$193,700.00, and that the project was within budget and scope. The deed transfer was still pending. City Manager Wells indicated in January that the Department of Finance was reviewing the City submittals. As of June 30, 2015, there were no updates to be made.

As of September 30, 2015, there were no updates on grant progress, however, at the request of the City Manager, The Holt Group prepared Redevelopment Agency Land Profiles for submission to the Department of Finance in support of the land transfer.

City Manager Nick Wells continued to work on Supplemental information for all the properties during the month of December with a successful outcome for the Habitat Conservation Fund project area. Subsequently, the City Planner forwarded restrictive language to be used for the Grant Deeds in compliance with the State requirements. As soon as the Deeds are filed by the City Attorney, a copy will be sent to the State and the funds may be drawn.

5. 4th Street Curb/Gutter/Sidewalk (Cedar to Walnut) – CMAQ Grant (\$844,000.00) – As of January 3, 2012 this project had not been previously contemplated or designed and was being considered under the application process for CMAQ funding available for fiscal year 2011-2012. ICTC overlooked funding availability and projects had to be ready to be obligated in the fiscal year. The required application was submitted on January 5, 2012. Most of the south side of Fourth Street from Cedar Avenue to Walnut Avenue had no existing sidewalk. Shoulder was composed of dirt or native material adversely contributing to air quality standards during the peak season of the packing sheds.

It was recommended to not submit the CMAQ application for funding available for fiscal year 2011-2012 due to the estimated project costs and the few funding available for the following fiscal year. ICTC announced a CMAQ call for projects on February 27, 2012 for fiscal years 2012-2013 to 2015-2016 with applications due no later than April 13, 2012. It was reasoned that the Fourth Street Sidewalks project had a better opportunity of receiving funding if an application was submitted for this round of CMAQ. It was determined that the project had to be divided into two phases to increase the opportunities of getting funding with a total estimated cost of \$844,000.00. Holtville City Council approved on April 9, 2012 the submittal of the application for the Fourth Street Sidewalks project. A minimum local match of 11.47% estimated in the amount of \$96,000.00 combined was required.

The complete CMAQ Application (10 hard copies) and emission calculations were submitted on April 13, 2012. On April 30, 2012, the City was informed that \$755,000 had been secured for the fourth street project. The funds were not programmed as June 30, 2012. Design funds would be available on FY 12-13 and construction funds were anticipated to be available on FY 13-14.

THG gathered all pertinent information to authorize the design phase. Communication was received on October 15, 2012 from Caltrans stating that the City was in non-conformance with OMB Circular A-133 Single Audit Requirements as the FY 10/11 Single Audit was still pending. As a result, Caltrans suspended new federal authorizations for the City of Holtville until the single audit reporting was met.

The FY 10/11 Single Audit was completed and submitted to Caltrans on November 15th for compliance with OMB Circular. THG completed the Request for Authorization for Preliminary Engineering and submitted the packet to Caltrans on November 28th. Emission reductions calculations were submitted to Caltrans on January 11th. The State Controller's Office was not forwarded the 2010/11 Single Audit Report until January 21st, which had posed some delay. Caltrans had communicated that they would need clearance from the State Controller's Office in order to proceed with the project. Caltrans received clearance from the State Controller's Office and proceeded with the project.

It was communicated by ICTC on February 28, 2013 that due to a reduction in CMAQ funds for the 12/13 FY, the City of Holtville's funds for Preliminary Engineering would be reduced from \$56,000 to \$49,000. The City submitted a revised Exhibit 3-O Finance Letter on March 19th per Caltrans request with revised CMAQ amount. THG drafted a memo to City Management to ensure that the LTA Budget reflects these changes.

The City received a Supplemental Agreement for the Preliminary Engineering (PE) Phase of the project on May 2013. The agreement was executed and submitted to Caltrans on May 17th. It was noted that the agreement reflected the original allocation amount of \$56,000. The design was in progress and scheduled to be completed by August 2013. In the interim, a Request for Allocation of Right-of-Way Phase was needed to cover expenses associated with any utility relocation costs.

THG also identified a big discrepancy in programming of funds. The City originally requested Preliminary Engineering (PE), Right-of-Way (ROW), and Construction (CON) allocations from ICTC, but unfortunately ROW was not programmed. THG contacted ICTC in June to communicate the discrepancy and it was noted as their oversight. It was requested by ICTC that the City complete another Project Sheet for the Federal Transportation Improvement Plan (FTIP) modification. The Project Sheet intended to correct the programming omissions, and funds reduction in August, under Amendment No. 13-12.

It was subsequently communicated by ICTC staff on July 30th that a funding phase would not be added under an Administrative Modification. Thus, the 4th Street Project Programming was processed under Formal Amendment 13-13 on September 3, 2013. At the September 26th ICTC monthly meeting it was communicated that ICTC received revised CMAQ Apportionments for FY 13/14 and a reduction of \$47,000 would be applied to the project under Administrative Amendment 13-13. The City opted to reduce the project scope within the reduced budget. The Design Phase was in progress. A preliminary environmental study was completed by THG and submitted to Caltrans on June 14, 2013. Caltrans subsequently determined that a Phase I Environmental would be required. The City Manager contracted Rincon to perform these services at the cost of \$3,500.00. Rincon completed an Initial Site Assessment on November 14, 2013 that was submitted to Caltrans on November 22nd for review. The Initial Site Assessment was approved by Caltrans and a Categorical Exclusion was issued on December 4th by Caltrans.

Fourth Street is also a Class I Bike Path and as such, the sidewalk design was taken into account a future bike line. The City Manager requested keeping the same design as Grape Avenue for a shared sidewalk/bike-lane. The Design was in progress, however, there were numerous utility issues that could be affected by the Design of the ROW inclusive of future Class 1 bike-lane. The PRC met briefly to discuss the options on January 2, 2014, however, further directive was provided to staff for an aerial view of ROW and proposed improvements to be brought back to the PRC. The requested exhibit was completed by THG and delivered to the City on January 7, 2014.

It was anticipated that a Request for Authorization for Right-of-Way packet would be submitted to Caltrans on January 2014 and that all ROW issues would be cleared with utility companies by early February so that the final construction packet could be submitted to Caltrans by the March 1, 2014 deadline. Design plans were completed in March. THG submitted the Right-of-Way Certification packet to Caltrans on February 21, 2014 and right-of-way certification approval was received on March 13, 2014. The Request-for-Authorization for Construction packet was submitted to Caltrans on March 13, 2014. The City received the E-76 authorization from Caltrans on May 6.th

The second reimbursement request was submitted to Caltrans on April 10th and reimbursed May 6th for design services. Council authorized the City Engineer to advertise the bid for construction services on May 27th. Bids were due to the City on July 22nd and Council awarded the construction contract on July 28.th City management is currently in the process of procuring for construction management and Quality Assurance Program and Testing services. The City will need to have in place CM and QAP services prior to award of construction contract.

Bids were received and finalized for QAP Services, Construction Management Services and Construction Services and taken to City Council on August 13, 2014 for action. The selected firms were MTGL for QAP Services, The Holt Group for Construction Management Services, and Hazard Construction Company for Construction Services. Additionally, reimbursement #3 was submitted to Caltrans on September 15, 2014 in the amount of \$14,700.14 for the final design costs.

Reimbursement #3 was received by the City on October 8, 2014. A construction contract was not entered until November. The Award Packet was submitted to Caltrans on November 20, 2014 and a Notice to Proceed was officially issued to Hazard Construction on November 25th, 2014. Some traffic control took place in December, but the project did not officially begin construction until after the holidays.

On March 10, 2015, Construction Contract Change Order #1 was approved for Pyramid construction to authorize completion of the segment between Orange Avenue and Walnut Avenue (the initial amount was \$17,807.00, with 42 calendar days also being added as part of the change order). As quantities were expended for that last segment, additional costs would be incurred. On March 25, 2015, Reimbursement Request #4 was submitted to Caltrans in the amount of \$219,025.12. This Reimbursement Request included Pyramid Construction Payment Requests #1 (\$93,600.65), #2 (\$9,405.00), and #3 (\$137,379.50) for Construction services, and construction engineering services.

On April 13, 2015, Caltrans communicated that Reimbursement Request #4 would not be reimbursed pending Construction Management documentation of proper procurement from management. On April 27, 2015, Reimbursement Request #4A(Progress) was submitted to Caltrans in the amount of \$212,812.97, which only included Construction services. On May 28, 2015, Reimbursement Request #5 was submitted to Caltrans in the amount of \$124,009.76. On June 12, 2015, Caltrans contacted The Holt Group to inform them that Caltrans had made a filing error and had no filed documentation of submitted Reimbursement Request #4A(Progress). To correct this, Reimbursement Request #4A and #5 were combined and would be processed as Reimbursement Request #4A(Progress) in the combined amount of \$336,822.73.

The project was completed on May 11, 2015 and a Notice of Completion was filed on June 1, 2015. A reimbursement for the final retention costs would be processed in July, however, staff will be unable to draw \$80,627 in engineering and QAP costs until the procurement issues are cleared by management.

On June 24, 2015, Reimbursement Request #5 in the amount of \$137,996.96, which only included Construction costs, was submitted to Caltrans. Reimbursement from the State was received by the City on July 29, 2015, in the same amount of \$137,996.96.

On September 2, 2015 FHWA and Caltrans held a Compliance Assessment Program review. Present at the review were representatives from FHWA, Caltrans, the City Manager, and The Holt Group staff. The review went over the process and documentation for procurement, bidding, and construction. The City was found compliant after the review and only required the submittal of a Certification and Subcontract document from the Construction Contractor for post-review follow up.

The project is in the close-out phase. The final Construction invoice resulted in the total Construction costs exceeding the federal funds allocated for Construction. City Staff was preparing a Cost Adjustment to shift unused Right of Way funds to Construction. It is anticipated that a Cost Adjustment, Close Out Packet, and Final Invoice will all be submitted in October.

A Cost Adjustment packet was submitted to Caltrans on October 9, 2015 to shift unused Right of Way funds to Construction. On November 10, 2015, the Close out packet was submitted to Caltrans. The Close out packet included Reimbursement #6/FINAL in the amount of \$114,970.35. On January 6, the City was notified of some costs deemed

ineligible in the amount of \$1,443. Staff is reviewing the request before determining required modifications.

6. 9th Street Underground & Street Improvement (Cedar to Palm) – RSTP Grant (\$453,000.00) – As of January 3, 2012 this project was a fully designed project under ARRA II that remained unfunded. Funding was available under RSTP for fiscal year 2012-2013. The required application was to be submitted no later than February 24, 2012. It was proposed to widen and rehabilitate the north side of 9th street between Cedar Avenue and Palm Avenue and underground the Pear Lateral, an earth-lined, open channel to include curb, gutter, and sidewalks. It was also proposed to improve the road from the current 22 feet width to its designed width of 60 feet. Total project costs were estimated to be \$453,000.00.

An RSTP application was submitted on February 24, 2012 requesting \$453,000.00 in funding identifying the 9th Street Project as first priority. ICTC announced that projects would be selected for funding by a scoring process. Each agency that had applications submitted had a representative to form part of the quorum that scored the project applications. Holtville's City Manager attended the scoring process on April 12, 2012. The 9th Street Underground and Street Improvements project had an excellent score and was awarded the full \$453,000 requested to be programmed in two fiscal years, 12-13 and 13-14.

THG gathered all pertinent information to authorize the right-of-way phase. The City Planner worked on completing the Preliminary Environmental Study for 9th Street Cedar to Palm. The Initial Consultation and Claim letters were mailed to utility agencies on October 15, 2012 for review and comment on the project.

Communication was received on October 15, 2012 from Caltrans stating that the City was in non-conformance with OMB Circular A-133 Single Audit Requirements as the FY 10/11 Single Audit had been pending. As a result, Caltrans suspended new federal authorizations for the City of Holtville until the single audit reporting requirements were met. The City's auditor informed THG that they anticipated the FY 10/11 Single Audit to be finalized by October 2012. The FY 10/11 Single was completed and submitted to Caltrans on November 15th for compliance with OMB Circular.

A meeting was held on November 11th with the IID-Power Department to discuss improvements to the Pear Ninth Street Ditch Canal. THG also contacted and obtained Claim Letters from six utility companies and to complete the Right-of-Way Certification packet for submittal to Caltrans. The Preliminary Environmental Study was also submitted to Caltrans on December 14, 2012. It was communicated that the review period would last 30 days. In the interim, property owners were being notified of the upcoming scheduled improvements.

This project had a Request for Authorization deadline of April 1, 2013. When the environmental division requested additional studies on March 13, 2013, the City Manager placed the project on hold until further LTA information became available. The City Manager authorized the preparation of the pending \$2,500 Air Quality Analysis on April 1, 2013, but Urban Crossroads could not perform the traffic study to determine operational impacts until after the Easter break to obtain an accurate traffic count. As of April 16, 2013, the information was not available.

Staff submitted the environmental documentation requested, including environmental information document and requested studies on April 25, 2013. On the same day Caltrans Staff informed that they would be contacting City Staff for a meeting regarding the environmental status of the proposed project. A meeting was held on May 20, 2013, which included the City Manager, at which time Caltrans Staff stated that an environmental information document was not necessary. City Staff noted previous email communication sent by Caltrans regarding said requests and it became evident that the

Lead Environmentalist was not familiar with his staff requests and the City's submissions. At the meeting, City Staff agreed to send additional documentation requested by Caltrans as follows: Visual Impact Assessment, Historic Property Survey Report for residences abutting the project site and a Historic Resources Evaluation Report for the canal area (IID Lateral). The Visual Impact Assessment was prepared and sent to Caltrans on June 4, 2013 by THG and was subsequently reviewed by a Landscape Architect and approved by Caltrans on June 13, 2013. As it relates to the Historic Property Survey Report and Historic Resources Evaluation Report, the study had to be prepared by a licensed archeologist, and thus THG contacted various qualified archaeological firms and the Chambers Group was able to complete the work at a cost of \$8,000. The City Manager executed the contract with Chambers Group on June 13, 2013. The Chambers Group drafted both the Historic Property Survey Report and Historic Resources Evaluation Report on June 26, 2013 and the report was forwarded to Caltrans Staff on the same day. The documents were under review by Caltrans' Archaeologist.

Environmental issues had delayed the scheduled obligation of this project and resulted in the potential loss of funds. As of August 29th, the obligation deadline, Caltrans had not completed their review which was further pending concurrence of findings from the State Historic Preservation Officer. THG provided City Management with a memo dated September 6th on project delay issues and a letter was submitted to Mark Baza of ICTC on the same day to request a programming shift of the right-of-way funds from 12/13 FY to 13/14. Both the right-of-way allocation and construction allocation was expended in the 13/14 FY. ICTC communicated that they would do their best to secure ROW funds for the City for the 13/14 FY and make this project a priority given the City's due diligence to clear environmental and comply with all requests and Caltrans continued support of the project. The City received Categorical Exclusion for the project on September 25th and as soon as the funds were reprogrammed the right-of-way authorization packet was re-submitted.

It was determined by Caltrans, on November 6th, that the RFA for ROW packet would not need to be re-submitted. Caltrans issued the E-76 for ROW on October 30th authorizing the expenditure of right-of-way funds. Agreements and deposit amounts were pending from IID Water and IID Power in order to move forward with the right-of-way improvements phase of the project. The City issued deposit checks to IID Power on February 6th and IID Water on February 10th in order to move forward with the right-of-way phase of the project. Prior to moving forward into the street construction phase, the City needed to obtain right-of-way certification. There were some issues with IID Water Department not wanting to submit a utility agreement but issues were cleared and a utility agreement was received on April 1st. All right-of-way issues were cleared and a right-of-way certification approval was issued by Caltrans on April 4th. The request-for-authorization to move forward with construction was also submitted to Caltrans on April 4th and was still under review. The first reimbursement request was submitted to Caltrans in March and reimbursed on April 22nd for right-of-way services. The E-76 authorization for construction was approved by Caltrans on May 6th.

City Council authorized the City Engineer to advertise the bid for construction services on May 12th. The construction services were advertised for bid on May 16, 2014. The project bid opening occurred on June 17, 2014 at 2 P.M. and bids were received from Pyramid Construction and Aggregates (\$275,929), Hazard Construction Company (\$289,589) and Masters Construction (\$296,616). The lowest bid came in at \$275,929 from Pyramid Construction. The City Manager procured services for construction management and Quality Assurance Program and Testing services. Construction, construction management, and QAP services were awarded by Council in late July.

Bids were received and finalized for QAP Services, Construction Management Services and Construction Services and taken to City Council on July 14, 2014 for action. The selected firms were Sierra Material Testing and Inspection for QAP Services, The Holt

Group for Construction Management Services, and Pyramid Construction & Aggregates for Construction Services. Construction began in September, first by IID for the undergrounding of the lateral and by the end of the month by Pyramid Construction & Aggregates to initiate construction of street improvements. Additionally, reimbursement #2 was submitted to Caltrans on September 30, 2014 in the amount of \$31,209.55 for the first construction invoice. The project is anticipated to be completed by the end of October.

The undergrounding of the Pear Ninth Street Canal was completed on October 17, and Reimbursement #2 was received by the City on October 28, 2014. The IID pipe leaked after the initial installation of by the IID during the construction period which caused some delays. There was also a compaction issue that was presented to the City one day before the water needed to be conveyed through the pipeline.

Pyramid began street work at the project site on October 20, 2014. Change Order Number 1 was approved by the City of Holtville on November 4, 2014. Change Order 1 approved the installation of a new 4 foot diameter manhole within Ninth Street to be aligned with an 8 inch diameter branch pipeline. The associated work resulted in an additional \$9350 in cost. Change Order #2 was presented to Council on November 10, 2014 to improve the 10.5 foot wide deteriorated pavement strip along the south side of Ninth Street and the northwest intersection of Cedar and Ninth Street.

Reimbursement #3, in the amount of \$82,587 was prepared and submitted to Caltrans on November 11, 2014. Reimbursement #4, in the amount of \$132,810 was prepared and submitted to Caltrans on December 11, 2014. As of the end of the year, reimbursement #3 had already been received by the City.

Change Order #3 was approved by the City of Holtville on December 17, 2014. Change Order #3 approved providing temporary traffic control sign and devices for an extended period. The associated work resulted in an additional \$2,023.00. Change Order #4 was approved by the City of Holtville on December 17, 2014 and approved the balancing of overruns and underruns on certain Construction items. The associated work resulted in an additional \$12,631. These changes resulted in a final project cost of \$596,690 or \$41,379 over the original budget. Staff worked on getting additional grant funding in the amount of \$39,381. The cost adjustment request was completed before the end of the year and authorized by Caltrans on January 6th.

Reimbursement #4, in the amount of \$132,809.64, was received by the City on January 13, 2015. Change Order #5 was also approved by the City of Holtville in January 2015. Change Order #5 approved 64 additional days to the contract due to delays by IID, pipeline leaks, and final location of the planting of trees. The associated work did not result in any additional costs to the contract. All close out documentation was being obtained and it was anticipated that a close out packet would be submitted to Caltrans in early April. The Final Payment (#5) would be submitted at that time.

A close out packet was submitted to Caltrans on April 6, 2015, which included Reimbursement Request #5 for \$73,696.39, which included Construction and Construction Engineering invoices. On April 30, 2015, Caltrans communicated that Reimbursement Request #5 would not be reimbursed pending Construction Management documentation of proper procurement from management. On May 6, 2015, Reimbursement Request #5A(Progress) was submitted to Caltrans in the amount of \$26,173.93, which only included Construction services. On June 5, 2015, two packets with documentation of proper procurement for Sierra Material and The Holt Group were submitted to Caltrans. As of June 30, 2015, no determinations had been made on the submittals. The remaining \$53,679.50 in construction engineering costs were still pending to be authorized as eligible or not.

On September 8, 2015, Anh-Vu Pham of Caltrans notified The Holt Group that they had reviewed the procurement documents prepared by City Management and that the remaining construction engineering costs were eligible for reimbursement. Reimbursement #6/FINAL in the amount of \$47,522.46 was submitted to Caltrans on September 16, 2015. Caltrans then communicated that a re-submission of some of the close out packet documents would need to be re-dated and that has also been completed satisfactorily.

On October 28, 2015, the City received Reimbursement #6/FINAL in the amount of \$47,522.46. This project has been closed out and all reimbursements have been received. The final landscape warranty walkthrough was completed on December 15, 2015. This item will be removed from future reporting.

7. Walnut Avenue South Improvements - RSTP Grant (591,000.00) - As of January 3, 2012 this project was a fully designed project under ARRA II that remained unfunded. Funding was available under RSTP for fiscal year 2012-2013. The required application had to be submitted no later than February 24, 2012. This roadway section consisted of a 3 foot wide A.C. pavement section. The length of this street section was 2,750 feet: from Fourth Street to First Street. The street segment was in poor condition and exhibited areas of street failure due to the heavy truck traffic. Proposed improvements from Fourth to First Street line consisted of cold planning (grinding) the existing A.C. pavement 2 inches in depth with the existing cracks to be crack sealed. A stress absorbing membrane interlayer (SAMI) would be placed over the existing A.C. pavement after cold planing and crack sealing were completed to impede reflective cracking through the new A.C. pavement overlay. After SAMI is placed, a new 4 inch A.C. pavement overlay would be installed along the length of Walnut Avenue. It was also proposed to widen Walnut Avenue from the current 35 feet width to 50 feet in width, its designed capacity, to align with the newly improved Walnut Avenue Street section which was located north of Fourth Street. Curb, Gutter and Sidewalk along the Westside would also be needed but not currently into the design and may be an additional \$5,000 to design to grade. Also, a new 2-inch by 6-inch treated board was installed along the pavement edge of all other areas for support. Total project costs was estimated to be \$591,000.00 and an additional \$10,000 - \$15,000 for the additional sidewalk if preferred.

An RSTP application was submitted on February 24, 2012 requesting \$591,000.00 in funding identifying the Walnut Avenue Project as second priority. ICTC announced that projects would be selected for funding by a scoring process. Each agency that had applications submitted had a representative to form part of the quorum that would be scoring the project applications. Holtville's City Manager attended the scoring process on April 12, 2012. The Walnut Avenue South Improvements project scored high enough and was awarded 82% of the funds requested in the total amount of \$498,000 to be programmed in the 15-16 fiscal year. It was requested by City Management to decrease the scope of work for the Walnut Avenue Improvements project to be within budget of the amount.

Environmental documents and a Federal ID Packet were prepared and submitted to Caltrans on April 10, 2015 with a finance number assigned on April 23, 2015. Administration staff was in the process of clearing right-of-way issues and has contacted all utility agencies. It is anticipated that a Caltrans ROW Certification would be obtained no later than August 2015. A ROW Certification packet was completed and submitted to Caltrans on July 30, 2015. The packet included documentation on all utilities in the project area from the City of Holtville, AT&T, Time Warner Cable, SoCal Gas, IID Power, and IID Water. The packet included information on utilities that would be relocated, including: 11 power poles by IID Power (at no cost to the City), and a City owned water valve which would be included as a construction bid item. IID Water initially claimed that the project would require an IID Water encroachment permit due to

the project encroaching on the Pear City Ditch Canal. However, after more detailed research into the matter, it was determined the project would not encroach on IID Water facilities. Once this was cleared and a new utility claim letter was submitted by IID Water, a Right of Way certification was issued by Caltrans on September 17, 2015. An approval to advertise was planned to be presented to City Council in late October or early November, but delayed. The City Manager would need to also concurrently procure construction engineering services during the same timeframe following E-76 approval.

On November 18, 2015, the Request for Authorization to Proceed with Construction packet was submitted electronically and via mail to Caltrans. The E-76 Authorizing the City to Proceed had not been received from Caltrans as of December 2015. Caltrans has not initiated a review of the packet due to backlog.

8. Cedar Sidewalk between 4th Street and 5th Street CMAQ Grant (\$135,000.00)-The City Manager submitted a CMAQ project application on April 13, 2012 to replace three vehicles currently used by the Public Works and Fire Department with new CNG fuel operated vehicles. On April 30th, the City was informed that \$120,000 had been granted for the CNG vehicles, however, as a result of the Federal Highway Administration notification issued on May 1st regarding new policies on purchases of alternative fuel vehicles, the City would be unable to benefit from an adequate reimbursement. The City decided to transfer \$120,000.00 in CMAQ funds for the 15/16 FY to the Cedar Avenue Sidewalks Improvement Project via Resolution 12-46 on July 9th. Cedar Avenue lacked sidewalks and was considered as one of the more logical alternatives. The east side of Cedar Avenue was proposed to be improved with curb, gutter, and sidewalk between 4th Street and 5th Street. There was no activity to report during the third quarter due to funds being programmed until FY 15/16. No activity will be reported until FY 15/16.

Administrative Staff completed Environmental documents. On August 6th, a PES Certification Packet was submitted to Caltrans, which included the Preliminary Environmental Study and CEQA Notice of Exemption. Certification by Caltrans was received on September 15 and staff has moved forward to the Right-of-Way Certification Phase. On September 2, 2015, Initial Consultation letters with Utility Claim Forms were delivered to AT&T, IID Water and Power, City of Holtville Public Works, Time Warner Cable, and Southern California Gas Company. The Right of Way certification packet was in progress and should be submitted to Caltrans for review by the end of October 2015.

On October 13, 2015, City Staff received communication from Jason Rhines of the SoCal Gas Company that SoCal Gas possibly has facilities in the project vicinity that would be affected by the project. Mr. Rhines communicated that once design plans are complete, he would review them to make a determination on facilities affected. City Staff communicated with Jason to inform him that the SoCal Gas facilities were outside of the project scope. On October 26, 2015, AT&T and IID Power submitted executed Utility Claim forms stating that no facilities of their respective agencies would be affected by the project. On November 4, SoCal Gas and Time Warner Cable submitted executed Utility Claim forms stating that no facilities of their respective agencies would be affected.

On November 10, 2015, Right of Way Certification packet was submitted to Caltrans. Caltrans communicated to City staff that ROW Certification could not be issued until an encroachment permit was obtained. The Design firm will obtain the encroachment permit. City Management had not yet procured for the design services as of the end of 2015 but it is anticipated services will be procured in early 2016.

9. SR 115/5th Street STIP Program Phase II Project - North side (\$157,320 \$314,626)—
It was communicated in February by ICTC and Caltrans that new STIP funds had become available that could be used to complete the north side of the SR 115/5th Street project. Directive was provided by City management to pursue these STIP funds for a phase II

project. ICTC provided directive for the submittal of Project Programming Request and an Allocation Request packet through Caltrans. The Allocation Request packet was submitted to Caltrans on March 24th.

Subsequent to the Allocation Request, City staff updated and satisfied the standard certification packets as follows: 1) Preliminary Environmental Study for Environmental Clearance and Categorical Exclusion determination; 2) a Right-of-way certification packet; and 3) an Authorization for Construction packet. A Preliminary Environmental Study (PES) was updated and re-submitted to Caltrans on March 27th. On March 28th, THG submitted Exhibit 13-A Short Form ROW Certification to Caltrans with required utility exhibits. THG was also in the process of completing the Request for Authorization for Construction packet. Environmental clearance and ROW certification were pending as of March 31st. The City received Environmental clearance on April 16th and ROW certification on April 17th. Environmental documents were also submitted directly to CTC on May 27th per Caltrans directive.

It was communicated in June by ICTC that STIP funds would not be available for the project at a local level and the project did not make it to the CTC agenda. Subsequently, ICTC communicated that there were unused CMAQ funds that would be allocated to the project for the 13/14 FY. ICTC issued a concurrence letter to Caltrans in July communicating allocation of project funds. An updated RFA for Construction packet was submitted in July reflecting new funding source. Per ICTC, the allocation by CTC was scheduled to occur in July under an administrative modification.

The City was approached by Mr. Luis Medina of Caltrans to request twice the funding based on the amount of funds that had been returned to the region from other projects that had lost their obligations. The Holt Group Submitted a revised allocation packet on July 18, 2014 with the intent of adding scope modifications at a later date, including the installation of the bus shelter as planned and designed by the City. The funds were successfully allocated and a total of \$314,625 in grant funding was issued to the City per the E-76 which authorized the City to proceed with construction. Staff's intentions are to modify the project scope to include the bus shelter with the additional funds allocated. This will entail a revalidation of the environmental documents and a recertification of the right-of-way documents. The Holt Group has already initiated these actions and clearance is anticipated by the end of October so that the bids can include the added scope of work. We anticipate bringing this project back to City Council for action no later than November.

Environmental clearance and re-validation was still pending as of the end of December. The existing location of an AT&T utility pole caused additional review by Caltrans Environmental. On December 4, 2014, Sandi Marks of AT&T submitted a Claim Form which claimed that two AT&T cable poles in the project scope required relocation with 100% of the costs charged to the City. However, it was communicated to AT&T in an email on December 18, 2014 that the City has senior rights over the street and that utility relocation should be an AT&T responsibility. This required a resubmittal of the AT&T Claim Form which was approved on January 6th. These changes should enable staff to obtain ROW clearance in January.

On February 5, 2015, Chris Cortez of Time Warner Cable submitted a Claim Form which claimed that Overhead lines in the project scope required relocation, with Time Warner Cable covering 100% of the relocation costs. On February 12, 2015, Joel Perez of the Imperial Irrigation District submitted a Claim Form which claimed that IID had Overhead Power lines in the project scope which would not require relocation. With all necessary claim forms submitted, The Holt Group completed the Right-of-Way Re-Certification packet and submitted to Caltrans on February 10th, 2015. On February 17th, 2015, Bruce Berlau, the Local Program Coordinator from Caltrans approved the right of way certification.

The project was advertised for construction services on February 25, 2015, with a bid opening of March 31st, 2015. The bid results were Pyramid Construction submitting a bid of \$228,733.25 and Granite Construction submitting a bid of \$329,309.00. Consequently, City Management issued an RFP for construction management services on March 18, 2015 and proposals are anticipated in April.

Due to unforeseen delays, the lapse of time between E-76 issuance and an initial reimbursement draw was over a six month period and placed the project at risk of de-obligation. Strategically it was determined to submit a reimbursement for the bid advertisement which is unusually and typically not authorized due to size of reimbursement, however a special concession was made by Caltrans. On March 16, 2015, Reimbursement Request #1 was submitted to Caltrans in the amount of \$1,863.68. Reimbursement Request #1 included a February 24, 2015 IV Press Advertising Invoice for construction services. Reimbursement #1, in the amount of \$1,863.68, was received by the City on April 16, 2015.

The City issued a Request for Proposal for Construction Management services on April 17, 2015 with proposals due on May 18, 2015. Two bids for Construction Management services were received on May 18, by Dynamic Consulting Engineering (\$57,165) and Development Design and Engineering (\$41,890). Due to only two (2) bids being received, which falls shorts of the required three (3), and the lack of adequate publication (web-site or newspaper), it was determined that the process did not meet the minimum requirements established by Caltrans and the City Manager has gone out to bid again.

Proposals for Construction Management services were re-submitted to the City on June 15, 2015. Four (4) firms submitted a proposal: Development Design & Engineering (\$47,335), Athalye Consulting Engineering (\$50,819.84), Dynamic Consulting Engineers (\$55,770), and Hill International (\$73,867.50), with Development Design & Engineering being the low bidder. On July 27, 2015, the City awarded the Construction contract to Pyramid Construction for Construction services in the amount of \$228,733.25 and the Construction Management contract to Development Design & Engineering for Construction Management services in the amount for \$47,335. The Pyramid Construction contract included QAP services to be performed by Kleinfelder and the Development Design & Engineering contract included QAP services to be performed by Sierra Materials Testing and Inspection. CM services exceed allowable percentage by 5.69%, and thus a special exemption was required.

An Award Packet was submitted to Caltrans on October 1st, 2015. Reimbursement Request #2, for advertisement costs in the amount of \$2,700.16, was submitted to Caltrans on October 1st, 2015, as well, since the project was at risk of de-obligation due to lapse of time between reimbursement requests.

On October 22, 2015, Anh-Vu of Caltrans communicated to City Staff that Caltrans had questions regarding increase in scope for Award Packet. Justina Arce responded via e-mail that the increase in scope was due to the addition of a bus shelter, which was previously approved by Caltrans thus clearing changes in cost.

DD&E had some difficulty obtaining a double rider permit from Caltrans and construction didn't initiate as of the end of December 2015. Pyramid Construction is still working on material submittals and construction is expected to initiate on February 1, 2016.

10. RSTP 6th Street Call for Projects 2015 (\$584,000) — The Regional Surface Transportation Program (RSTP) 2015 Call for Projects was opened on August 1st, 2015. After a review of which streets in Holtville were in need of improvements and would have a strong score in the application, it was determined by City Council, at the September 14, 2015 City Council meeting, to submit two applications for the RSTP program. The RSTP Project Application with priority #2 was for 6th Street Pavement

Improvements between Holt and Melon Avenue in the grant amount of \$584,000. The applications were to be scored in October.

On October 28, 2015, a meeting was held at ICTC offices to review RSTP by all agencies and allocate funds to the projects. The City of Holtville's RSTP Project received a high score and was chosen to receive funding in Fiscal Year 16/17 strictly based on scoring. Virginia Mendoza of ICTC shared the project scores for all RSTP projects. The City of Holtville received the 3rd highest scores for the 6th Street project, out of 16 RSTP applications.

11. 9th Street Phase III RSTP/CMAQ Call for Projects 2015 (\$559,000) — The Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality Improvement Program 2015 Call for Projects was opened on August 1st, 2015. After a review of which streets in Holtville were in need of improvements and would have a strong score in the application, it was determined by City Council, at the September 14, 2015 City Council meeting, to submit two applications for 9th Street, one under the RSTP program and one for CMAQ along with a corresponding match commitment. The RSTP Project Application with priority #1 was for 9th Street Phase III Pavement Improvements and Utility Underground from Palm to Olive Avenue in the grant amount of \$432,000. The CMAQ Application submitted for 9th Street was complimentary for Sidewalk Installation from Palm to Olive Avenues in the amount of \$127,000. Both applications were submitted on September 23, 2015. The applications were to be scored in October.

On October 22, 2015, a meeting was held at ICTC offices to review 19 CMAQ applications submitted by all agencies and allocate funds to the projects. The City of Holtville's CMAQ Sidewalk Project received a very high score and was chosen to receive funding in Fiscal Year 16/17, in the full amount requested for CMAQ funding (\$127,000). The October 22 meeting only covered CMAQ projects, and it was determined that a meeting on November 19, 2015 would allocate funds for RSTP projects as well as formally accept allocated projects.

On October 28, 2015, Virginia Mendoza of ICTC shared the project scores for all RSTP projects. The City of Holtville received the 2nd highest scores for the 9th Street project, out of 16 applications. On November 19, 2015, a meeting was held at ICTC offices to allocate funding for RSTP projects. Both of the City's applications were successful in receiving funding.

12. BECC Application for Potable Water Tank TRS Installation — The City of Holtville has been experiencing Trihalomethane (TTHM) violations in the Water Treatment Plant since 2013. The Holt Group Inc., submitted a Preliminary Grant Charter to the Border Environment Cooperation Commission (BECC) for potential funding consideration under the Community Assistance Program (CAP) which grants funds up to \$500,000 for shovel ready projects that would address health and safety issues. The application was submitted on September 18, 2015 to determine project eligibility. It appears that the project may be eligible, except that jurisdictions that have unspent BEIF Funds are generally prohibited from CAP participation until funds are exhausted. The City of Holtville still has fourteen (14) months of construction for the WWTP Project which would periodically draw down BEIF funds. Nonetheless, we have requested an exemption on the matter. The project proposes the installation of a Triahalomethane Removal System (TRS) which would create a 45% reduction in TTHM.

A solicitation was drafted by The Holt Group engineers and submitted to BECC on December 16, 2015 to document project readiness. As of the end of December 2015, no additional communication had been received from BECC.

Should you have any questions and/or concerns regarding the information in this report, please feel free to contact me at (760) 337-3883.